WEDS

Washington Electronic Disclosure System

User's Guide

Washington Public Disclosure Commission

(Last revision date: October 8, 2001)

Disclaimer

Information in this document is subject to change without notice. Campaigns, candidates, names and data used in examples herein are fictitious unless otherwise noted.

Acknowledgments

WEDS was developed for the Washington State Public Disclosure Commission by:
SDR Technologies, Inc. Westlake Village, California
Program Design by SDR Technologies, Inc.

PDSERF Conversion by Campaign Microsystems

About this User's Guide

This User's Guide contains detailed information about using WEDS for Microsoft ® Windows ™ and was written and designed by Mark Johnson and Bruce Wendler, Public Disclosure Commission.

Technical Support

If you have any questions or problems with the installation or use of WEDS, you may contact the PDC directly at: 360-753-1111 or 1-877-601-2828

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Introduction

WEDS (Washington Electronic Disclosure System) is a software program that allows you to enter all of your campaign finance transactions into your computer and create all the necessary forms for electronic filing with the click of a mouse.

A Special Word to Accountants

This program has been modeled to a great extent after some of the more popular accounting packages. It employs true double-entry accounting. You may not make a one-sided entry, and the total of all debits equals the total of all credits. The surplus/deficit formula is computed the same as you would compute equity for a corporation. It is assets minus liabilities.

Credits and Debits

The accounts list presents all accounts as positive numbers. If a credit account (such as a loan or a contribution account) contains its normal credit balance (which it should), the account will be presented without the minus sign or parenthesis on the accounts list of the *Lists Menu*.

Other Adjustments

This is where you can make adjusting journal entries. In **Other Adjustments**, **Debits** are **positive** and **Credits** are **negative**. If, for example, you wanted to record a credit card payment, you would **debit** the credit card account and then **credit** the bank account.

Balance Sheet

In the **Balance Sheet** report and **Statement of Contributions and Expenditures** reports, all accounts are shown with positive balances. In the **Trial Balance** report, **balance columns** and **debit balances** are **positive** and **credit balances** are **negative** so that if you add up all of the account balances, the result should be **zero**.

Helpful Hints

This section contains some helpful hints for beginners when using WEDS.

Navigation buttons

Many *Activity* and *List* screens contain the following navigational buttons:

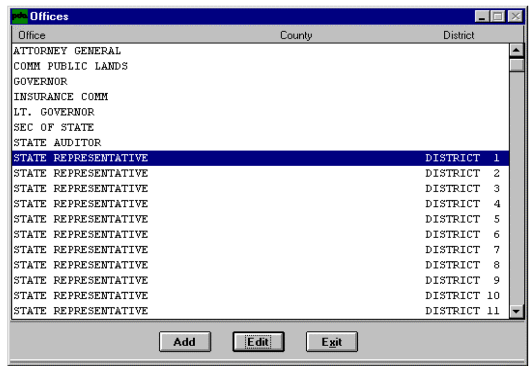
Button	Function
Next	Displays the next item - could be a name (an account, a contributor, etc.), or an activity (a contribution, etc.)
Previous	Displays the previous item.
OK	Saves all changes and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the browse list (contains all previously entered items). In a browse list, you may navigate with the arrow keys, highlight an item, and press Enter to select it, or press the Esc key to close the list without selecting.

Shortcut Keys

The **Tab** key on your keyboard can be used to move the cursor from one field to another field within a screen. Pressing **Shift + Tab** together moves the cursor in the opposite direction.

The **Esc** key (Escape) allows you to cancel out of a screen without saving any changes you have entered.

Pop-up Lists



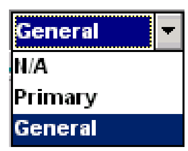
Many of the screens in WEDS feature pop-up lists to select items such as offices and accounts, etc. You can make selections in pop-up lists by:

Using the mouse. (Direct your mouse pointer to either of the directional arrows <See example on right> and then hold down the left mouse button, options from the pop-up list will scroll in either direction depending on which arrow you choose <up or down>).

Scrolling up and down with the arrow keys. (The up and down arrows on your keyboard will function in the same way your mouse would).

Entering the first letter(s) of an item, or, for an account, entering the account number. (The filter will automatically jump to the closest match for your abbreviated entry. While it may not be an exact match, you should find that your intended selection is close, and you may select it for use at this point).

Drop-down Lists



Drop-down lists are found in a majority of screens within the Weds program. To access the content of a drop-down list, simply click on the "down arrow" located to the right. You are then able to make your selection using either your mouse pointer or the directional arrows on your keyboard.

The Menu Bar

The Menu Bar is the gray bar directly below the blue title bar at the top of your screen. This is the default WEDS screen:

The Menu Bar consists of the following six menu items:
File, **Edit**, **Lists**, **Activities**, **Reports**, **Help**

Obtaining WEDS

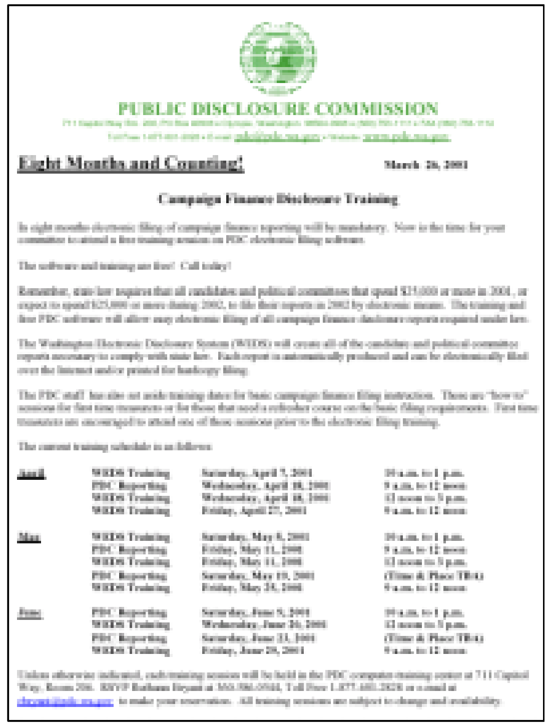
WEDS can be obtained in two ways:
1. Downloaded from the Internet
2. On floppy disks (from the Public Disclosure Commission)

Downloading WEDS from the Internet

Go to **www.pdc.wa.gov**. If you do not have an Internet connection, you may obtain the WEDS software on floppy disk by calling the Public Disclosure Commission at 360-753-1111 or 1-877-601-2828.

PDC's homepage

For the latest WEDS training schedule, click on [Electronic Campaign Finance Disclosure Training]()



PUBLIC DISCLOSURE COMMISSION

Eight Months and Counting! March 26, 2001

Campaign Finance Disclosure Training

In eight months electronic filing of campaign finance reporting will be mandatory. Now is the time for your committee to attend a free training session on PDC electronic filing software.

The software and training are free! Call today!

Remember, state law requires that all candidates and political committees that spend $25,000 or more in 2001, or expect to spend $25,000 or more during 2002, to file their reports in 2002 by electronic means. The training and free PDC software will allow easy electronic filing of all campaign finance disclosure reports required under law.

The Washington Electronic Disclosure System (WEDS) will create all of the candidate and political committee reports necessary to comply with state law. Each report is automatically produced and can be electronically filed over the Internet and/or printed for hardcopy filing.

The PDC staff has also set aside training dates for basic campaign finance filing instruction. These are "how to" sessions for first time treasurers or for those that need a refresher course on the basic filing requirements. First time treasurers are encouraged to attend one of these sessions prior to the electronic filing training.

The current training schedule is as follows:

April	WEDS Training	Saturday, April 7, 2001	10 a.m. to 1 p.m.
	PDC Reporting	Wednesday, April 18, 2001	9 a.m. to 12 noon
	WEDS Training	Wednesday, April 18, 2001	12 noon to 3 p.m.
	WEDS Training	Friday, April 27, 2001	9 a.m. to 12 noon
May	WEDS Training	Saturday, May 5, 2001	10 a.m. to 1 p.m.
	PDC Reporting	Friday, May 11, 2001	9 a.m. to 12 noon
	WEDS Training	Friday, May 11, 2001	12 noon to 3 p.m.
	PDC Reporting	Saturday, May 19, 2001	(Time & Place TBA)
	WEDS Training	Friday, May 25, 2001	9 a.m. to 12 noon
June	PDC Reporting	Saturday, June 9, 2001	10 a.m. to 1 p.m.
	WEDS Training	Wednesday, June 20, 2001	12 noon to 3 p.m.
	PDC Reporting	Saturday, June 23, 2001	(Time & Place TBA)
	WEDS Training	Friday, June 29, 2001	9 a.m. to 12 noon

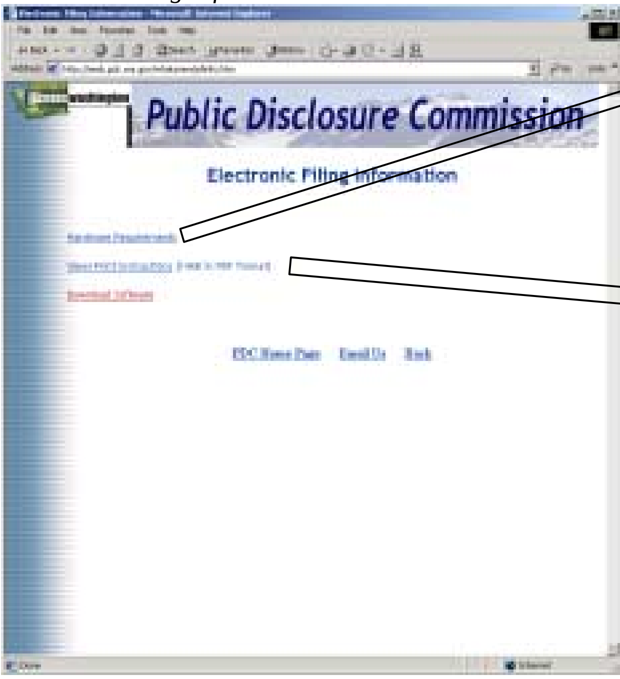
Unless otherwise indicated, each training session will be held in the PDC computer training center at 711 Capitol Way, Room 206. RSVP Barbara Bryant at 360-586-0544, Toll Free 1-877-601-2828 or e-mail at [illegible] to make your reservation. All training sessions are subject to change and availability.

From the PDC's homepage, click on the **[Filer Assistance]()** button on the left-hand side.

Filer Assistance Screen

Click **[Electronic Filing Information]()** at the top.

Electronic Filing Information Screen



Hardware Requirements

Minimum hardware requirements for WEDS are:

486-compatible PC
Windows 95 or later
8 MB RAM
10 MB free hard disk space
modem or internet connection

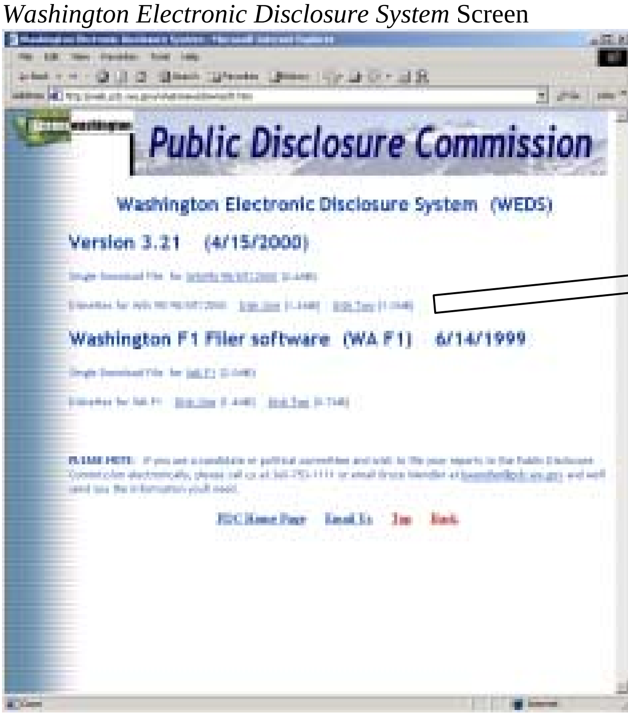
View/Print Instructions

Consists of a 6 page document of sample letters and contact information:

Page	Contents
1-2	Getting started and contact information
3	Sample letter for candidates
4	Sample letter for political committees
5	Electronic filing passwords for candidates
6	Electronic filing passwords for PAC's

Click **Download Software**.

Washington Electronic Disclosure System Screen



Note: Although we do not recommend this, if you would like to make WEDS setup disks you may do so by clicking on Disk One (1.4MB) and then on Disk Two (1.0MB), following the directions after each.

Click Single Download File for **Win95/98/NT/2000** (2.6MB).

Registration Screen

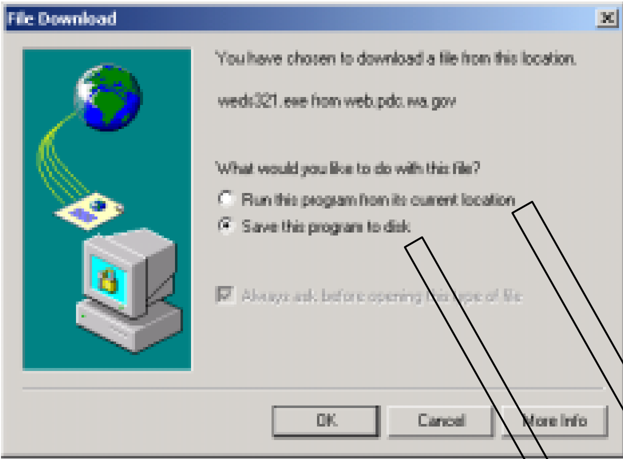
Note: This registration form is only for the PDC's records, so if there is a change or an upgrade to the WEDS software, we can contact you. You will still need to fill out similar information once you are within WEDS.

Fill out the required information on the registration form and click **Submit Request**.

Thanks for Registering! Screen

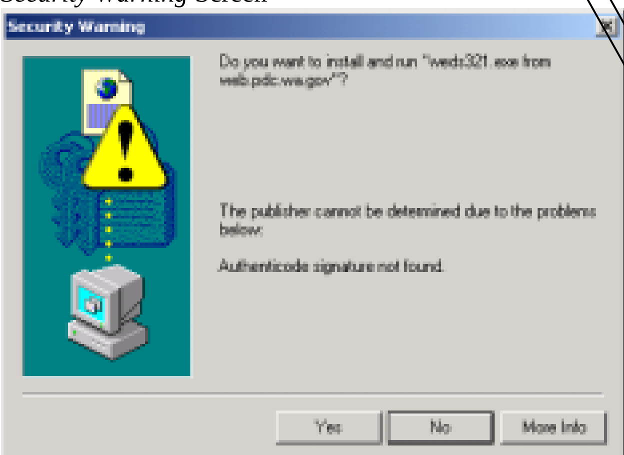
Click Please Click Here To Continue. This brings up the *File Download* screen.

File Download Screen



Choose either **Run this program from its current location** or **Save this program to disk** (default).

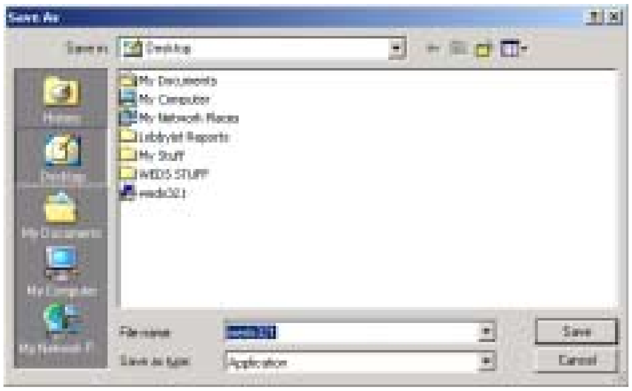
Security Warning Screen



Click **Yes** to install and continue to WEDS setup.

If you choose **Run this program from its current location**, you will be asked if you want to install and run "weds321.exe from web.pdc.wa.gov". Click **Yes** to continue on to the WEDS setup.

Save As Screen



If you choose **Save this program to disk** (default), you will be prompted for a file name and location. It is recommended that you stick with the default file name of **weds321.exe** and save it to your desktop. (By doing so, it will be much easier for you to find.) Click **Save**.

Click **Save**.

WEDS is now saved on your computer. Before you can use WEDS, however, you must install the software.

Installing WEDS

Even though you have successfully saved the WEDS program to your computer, you cannot access it until it has been installed on your computer. To do so, you must use the setup program. WEDS can be installed either from the Internet or from floppy disks available from the PDC.

Installing WEDS from the Internet

Go to the location where the WEDS installation executable (weds321.exe) was previously saved and double click on it. This will take you to the WEDS setup.

Installing WEDS from Disk

To obtain WEDS on floppy disk, please contact the PDC.

Note: The files on the program disks are compressed; you can't just copy them to your hard drive. You must use the Setup program contained on Disk 1.

Windows 95/98/ME/2000 Installation

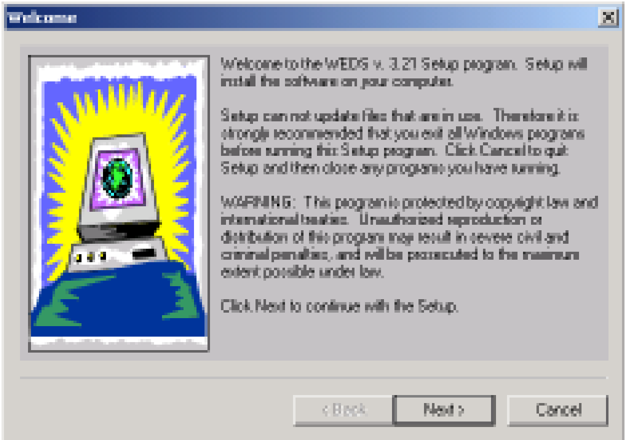
Step	Process
1.	Start Windows. Insert the diskette labeled Disk 1 in drive A or drive B.
2.	Choose the Start button from the Windows taskbar. Now choose Run. In the Command Line Box, type a:weds321* if you put Disk 1 in drive A or b:weds321* if you put Disk 1 in drive B. Choose the OK button.
3.	When Setup starts, follow the instructions on your Screen.

* Or the current version of WEDS (Ex. if version 3.26, type a:weds326)

WEDS Setup

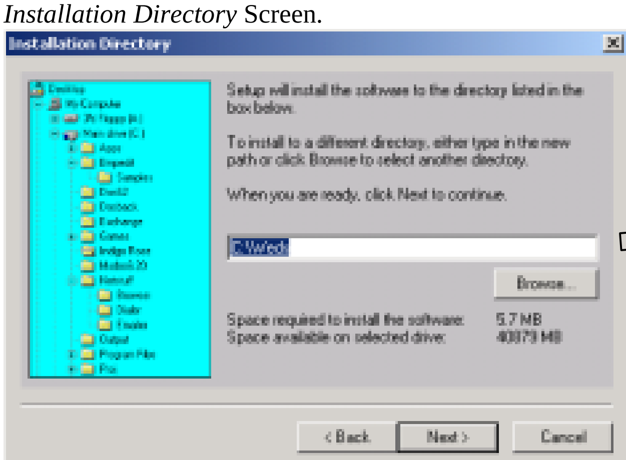
The WEDS Setup program will install WEDS onto your computer, only after which will you be able to use the software.

Welcome Screen.



Click **Next** >.

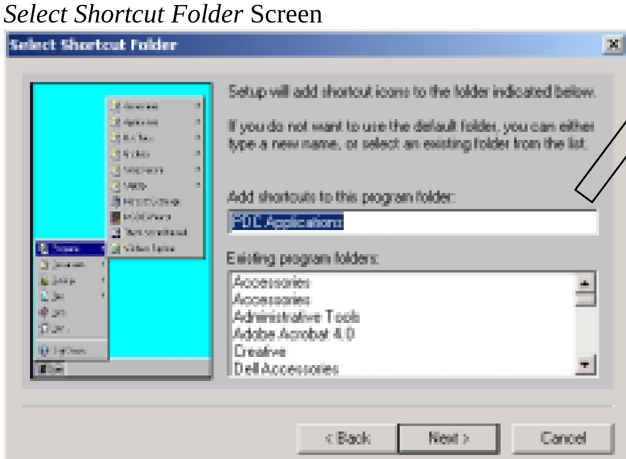
Installation Directory Screen.



When choosing an installation location and a program folder name, it is recommended that you use the default directory location of **C:\Weds** and default program folder of **PDC Applications**. This makes it easier for you to locate and a lot easier for technical support to find if you call for assistance.

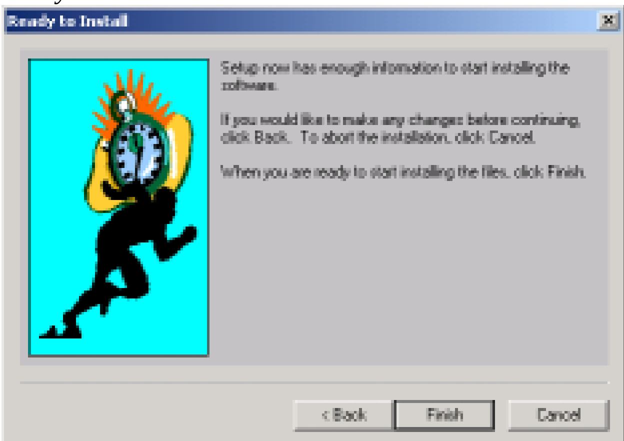
Choose installation location and click **Next** >.

Select Shortcut Folder Screen



Choose program folder name and click **Next** >.

Ready to Install Screen



Click **Finish**.

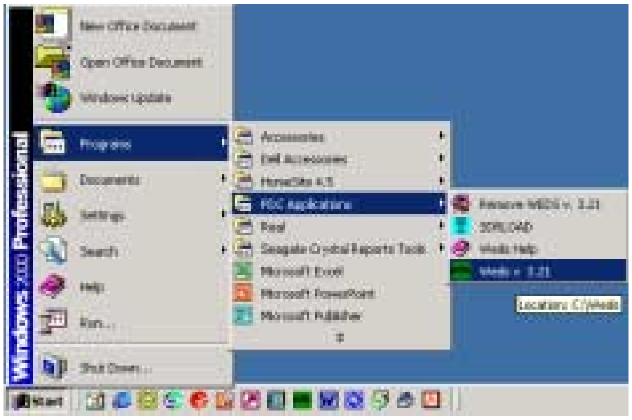
Finished Screen

Click **Finish**.

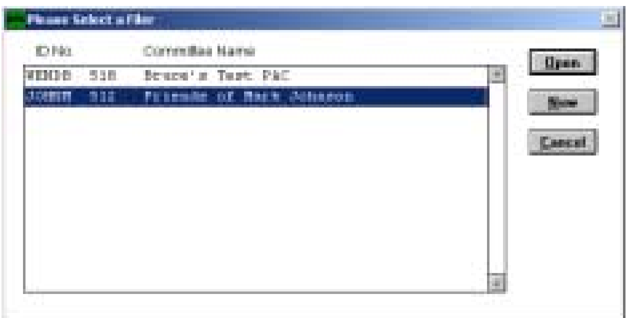
WEDS is now installed on your computer, ready to be used.

Starting WEDS

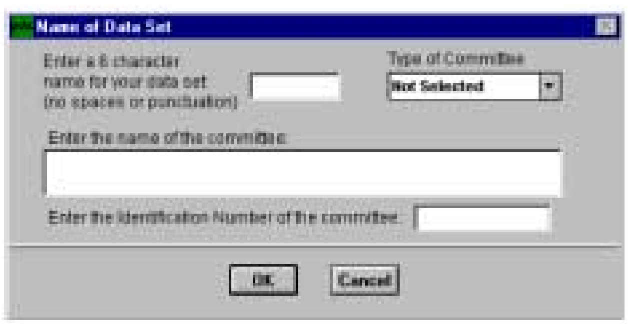
To open WEDS, click **Start** > **Programs** > **PDC Applications*** > **Weds v 3.21**



* If you chose not to use the default program folder name of **PDC Applications**, then you must follow the path to the name of the program folder that you did use and select **Weds v 3.21**.



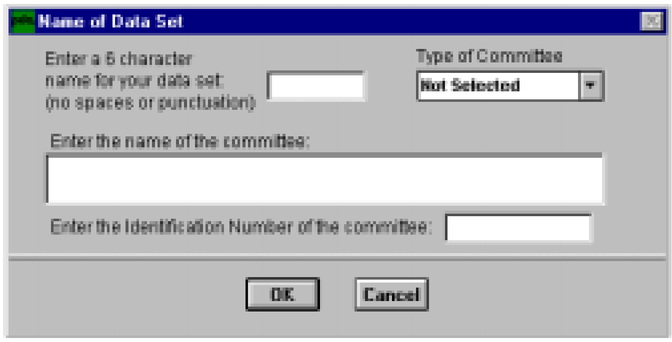
Select the name of the committee you would like to work with and click **Open**. If no committees currently exist, you will be prompted with the *Name of Data Set* screen.



WEDS Quick Start Guide

STEP 1: Defining your Data Set

When you open WEDS the first time, the *Name of Data Set* screen appears. This also occurs when you select **New** from the *File Menu*.



Field	Explanation
Data Set Name	This is just the name given to the folder used to store information for the committee. This name cannot be a duplicate of a previous data set name.
Committee Type	Use the popup screen to select the type. You only get one shot at this. It cannot be changed later and selecting the committee type also sets up other types of parameters such as contribution limits for candidates, etc.
Name of Committee	Type the name of the committee as entered on your committee registration form (C1 or C1-PC).
Committee Info	The filer ID is used only if you plan to electronically file and is not needed to use the software. If you would like a filer ID, you must follow the instructions on the PDC's website.

Choose a 6 character name for your data set. This name doesn't go anywhere on your forms, it is only used to create a folder on your computer to store your data files for this committee. We recommend using your first and last initials and the year. For example, MJ2001.

Choose the type of committee from the pop-up list. Your choices are: **State Executive**, **State Legislative**, **Local Candidate**, **Judicial Candidate**, and **Political Committee**.

Enter the name of your committee as registered on your **C-1** or **C-1PC**. You may abbreviate as appropriate.

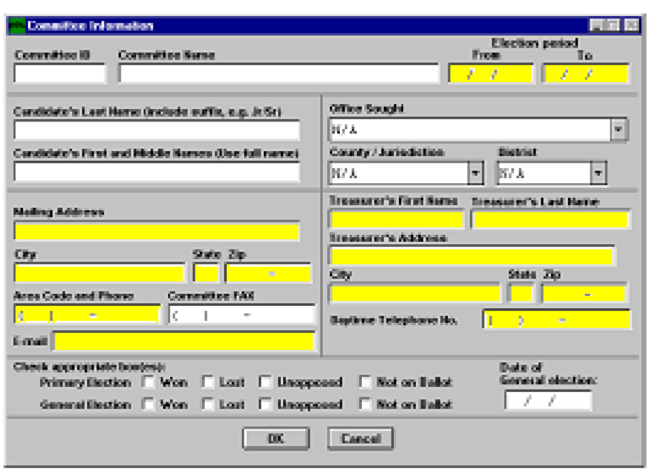
Leave the **Identification Number** of the committee blank. You do not need this filled in to use the software, only to electronically file. This number will be given to you by the PDC but will not be issued to you until after you fill out and send in your signature cards and passwords.

Note: Once you leave this screen, you may not access it again. However, you may change the **Committee Name** and the **Filer ID** in the *Committee Information* screen. Please ensure that the **Data Set** name and **Type of Committee** are correct before exiting. If you make a mistake, you must **delete** the data set and start over.

Click **OK**. This brings up the *Committee Information* screen.

STEP 2: Committee Information

Fill out the required fields (highlighted on the picture below) on the *Committee Information* screen.



Everyone (regardless of committee type) must fill out the following fields:
Election Period
Mailing Address (of the committee/candidate)
City
State
Zip
Area Code and Phone
E-mail
Treasurer's First Name
Treasurer's Last Name
Treasurer's Address
City
State
Zip
Daytime Telephone No.

The **Committee Name** will be carried over from the *Name of Data Set* screen to the *Committee Information* screen as will the **Committee ID**, if entered previously. Both can be edited here if necessary.

Election Period: These dates are key. Only data entered between this range of dates will appear on any of the forms. The **From** date is usually the start up of the committee and the **To** date is usually the ending date of the final report. Continuing PACs will usually use January 1 thru December 31. Candidates will usually use the date of the start of their “campaign” until the end of the year of election, or later if they won’t be able to finish their reports by that time.

If you are a candidate, you must also fill out the following fields: Office Sought, County/Jurisdiction, District (Legislative candidates only), Primary and General Election check boxes, and Date of General Election.

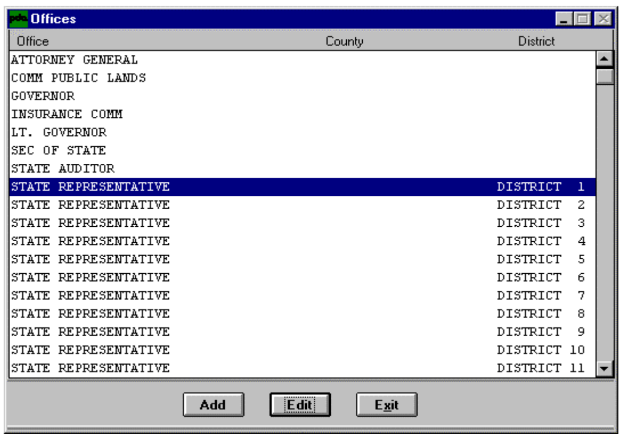
If you are a political committee, you must ensure that the **Office Sought**, **County/Jurisdiction**, and **District** blocks contain **N/A**. Select **N/A** from the scrollable drop-down lists. For a continuing PAC, leave date of election blank.

If you are a ballot issue committee (ex. Statewide initiatives & special elections), you must put in the date of the election.

STEP 3: Office Sought, County/Jurisdiction, and District (For Candidates only)

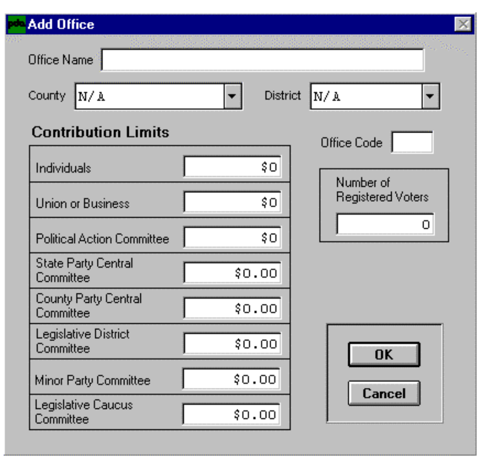
Select the appropriate office, county/jurisdiction, and district from the corresponding drop-down lists. If the office you are seeking was not available on the drop-down list in the *Committee Information* screen, you will have to add it to the list.

From the *Lists Menu* select **Offices**. The following screen will appear:



WEDS comes preset with **Legislative** and **State Executive** offices. If you are a candidate for a local office, you will have to **add** your office. You may also **edit** an existing office.

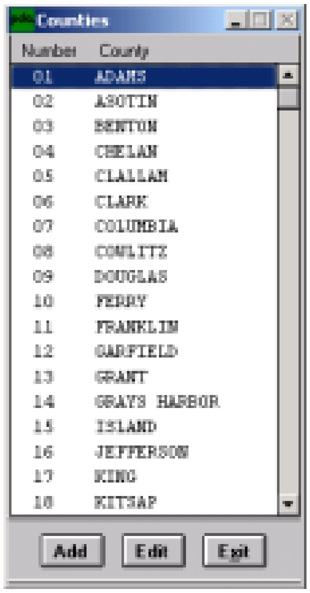
To add your office to the drop down list, click the **Add** button. The *Add Office* screen will appear:



Fill out the **Office Name**, **County**, and **District** (for legislative candidates only) as appropriate.

Click **OK** to save your data and exit this screen. This will take you back to the *Offices* screen. The new office you have just added should now appear in alphabetical order on the list. Click Exit. This will take you back to the default WEDS screen.

You may also need to add or edit a county/jurisdiction. To do so, click **Lists** > **Counties**.



To add a county/jurisdiction, click **Add**. To edit an existing county/jurisdiction, select the appropriate one and click **Edit**.

When you are done, click **OK**. You may now select the appropriate county/jurisdiction from the drop-down list within the *Committee Information* screen.

Click **File** > **Committee Info** and choose your **Office**, **County/Jurisdiction**, and **District** as appropriate.

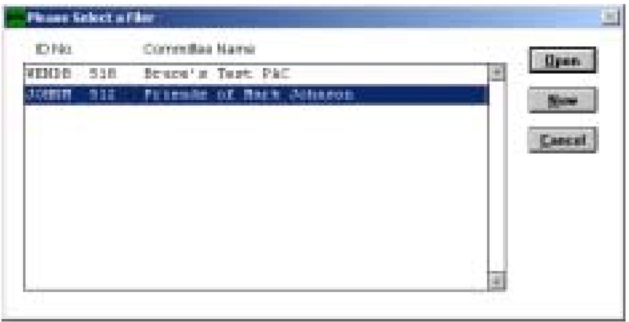
When done, click **OK**. You may be prompted with the following question: Do you want to save your changes? If so, click **Yes**. If not, click **Cancel**. Note: You will lose any changes made if you click **Cancel**.

At this point your committee is defined. You should now be back to the default WEDS screen.

Do you remember that data set name you entered on the first screen? You will notice that it is displayed at the top of the screen. This will help you know which committee you are working in if you have multiple committees. (The diagram above shows that we are in Committee mj2001)

If you did not totally fill out the *Committee Information* screen, you may access this screen again at any time by selecting the *File Menu* and clicking on **Committee Info**.

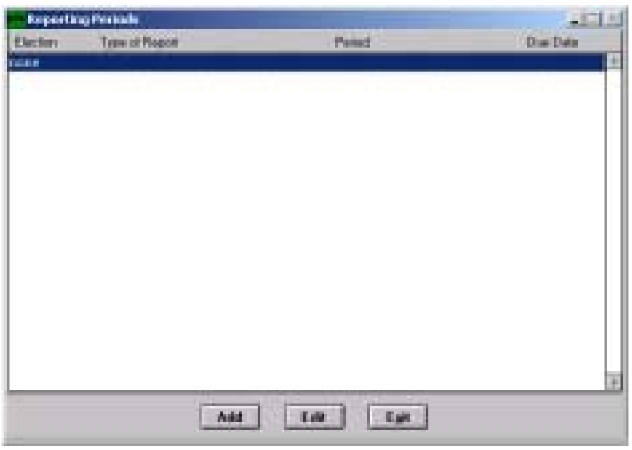
When you open WEDS after having defined a Committee to the system, you get a list of all committees that have been entered into the system. You may define as many committees as you need.



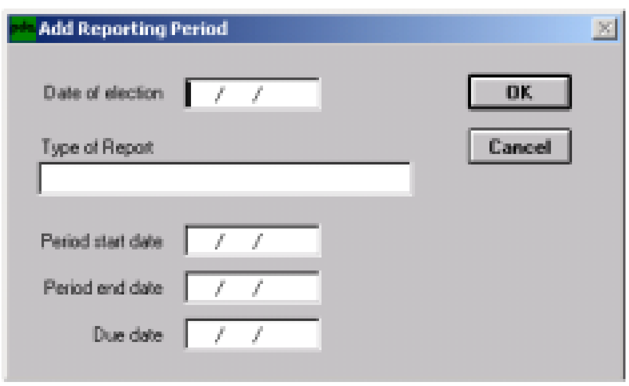
STEP 4: Reporting Periods

Before you can view and/or print **C-4** reports, you must establish your reporting periods.

Go to **Lists** > **Reporting Periods**



Click **Add**



Field	Explanation
Date of election	The date of the actual election. This is an optional field.
Type of Report	Name of the report period (for your reference only, doesn't go on the forms). This field cannot be edited.
Period start date	Start date of the reporting period. This is a required field and can be edited later if needed.
Period end date	End date of the reporting period. This is a required field and can be edited later if needed.
Due Date	Date that report is due. This is an optional field.

Date of election is an optional field.

Enter a name for the **Type of Report**. This is just a name for your reference (it doesn't go anywhere on the forms). Examples would be: **January 2001**, or **January C-4**, or **Report Period One**. It doesn't matter.

Enter the **Period start** and **end dates**. These are usually monthly until we get closer to an actual election and then reports need to be filed on a 21 and 7 day cycle. For more information concerning the 21 & 7 day reporting cycle, you may contact an auditor at the PDC or click here for the most current information.

Note: In order for WEDS to function properly, reporting dates must be entered in chronological order and must not overlap dates (ex. 01/01/2001-01/31/2001, 01/31/2001-02/28/2001)

Due date is also an optional field.

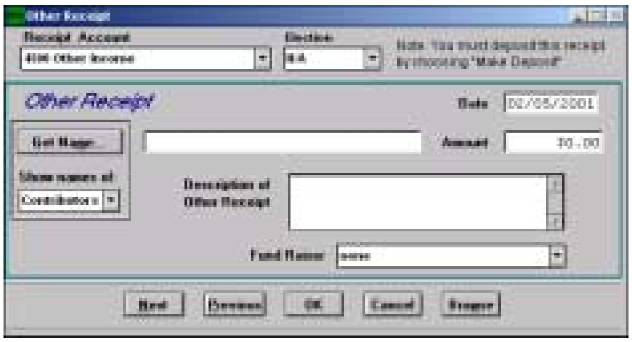
When done, click **OK**. Repeat this procedure for as many reporting periods as you will have.

You are now ready to start entering names and transactions into WEDS.

STEP 5: Carry Forward Balance

Do you have any money left over from the previous campaign? If so, it can be brought forward as an **Other Receipt**.

Go to **Activities** > **Other Receipts**



Change the **Receipt Account** from **4400 Interest Income** to **4500 Other Income** and **Election** from **General** to **N/A**. Enter the **Date** that the transaction took place, the **Amount**, and the **Description** (ex. carry forward balance from year 2000 campaign). In **Name**, put the name of last year's campaign. (Ex. Committee to elect Mark Johnson 2000). You will be prompted with the *Select type to add* screen. Choose the appropriate type, click **OK**, and then click **Done**. You do not need to fill out the information for this account.

STEP 6: Previous Contributor Names and Employers

Do you have names of contributors from previous WEDS committees that you would like to bring forward? If so, you must exit out of WEDS to perform this step. WARNING: This step is a little difficult for the inexperienced Windows user and will be performed AT YOUR OWN RISK! If you would like help with this, you may contact either Mark (360-586-4746) or Bruce (360-664-2736) at the PDC (1-877-601-2828).

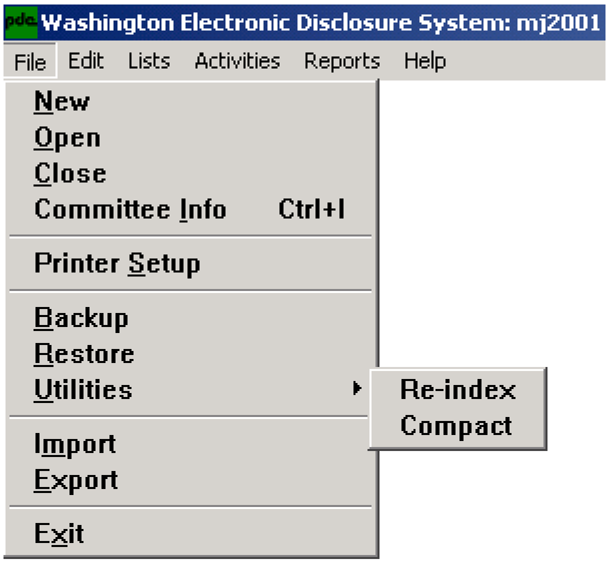
1. Go to the **C:\Weds\DATA\"name of your previous data set".SDR** folder.
2. Copy the **…EM.CDX**, **…EM.DBF**, **…NA.CDX**, **…NA.DBF**, and **…NA.FPT** files from this location and paste them into your new data set folder, located at **C:\Weds\DATA\"name of new data set".SDR**.
3. Then, rename each file to the new folder name making sure to leave any file extensions intact. See example below.
4. Repeat for all five files.
5. Open WEDS. Go to **Lists** > **Names**. Click **Browse**. Your names should be there. It not, please contact the PDC for assistance.

For example, if your data set for last year was titled MJ2000 and the one for this year was MJ2001, you would need to go to the **C:\Weds\DATA\MJ2000.SDR** folder. From there, copy the **MJ2000EM.CDX**, **MJ2000EM.DBF**, **MJ2000NA.CDX**, **MJ2000NA.DBF**, and **MJ2000NA.FPT** files and paste them into the **C:\Weds\DATA\MJ2001.SDR** folder. Then, rename each file to the new folder name making sure to leave any file extensions intact.

Old File Name (in MJ2000.SDR folder)	New File Name (in MJ2001.SDR folder)
MJ2000EM.CDX	MJ2001EM.CDX
MJ2000EM.DBF	MJ2001EM.DBF
MJ2000NA.CDX	MJ2001NA.CDX
MJ2000NA.DBF	MJ2001NA.DBF
MJ2000NA.FPT	MJ2001NA.FPT

File Menu Basics

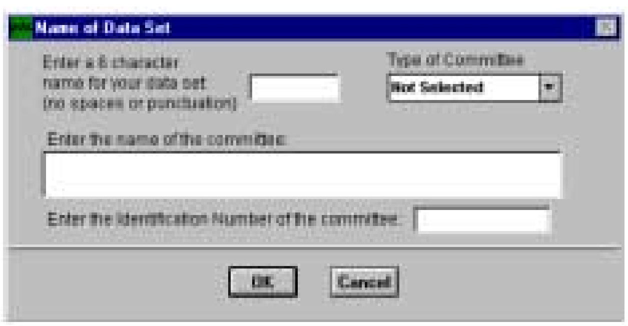
The *File Menu* contains all the basic options in order to open, save, and create new files, and modify printer setup information. It also contains the options for data backup and maintenance.



File Menu Option	Function
New	Creates a new data set.
Open	Opens a specific data set.
Close	Closes the current data set.
Committee Info	Displays current committee information.
Printer Setup	Sets up a printer.
Backup	Creates a backup of the currently opened committee.
Restore	Restores data from backup.
Utilities	Choose either Re-index or Compact.
Re-index	Runs a “tune-up” of your WEDS data.
Compact	Removes unnecessary records from your WEDS data files.
Import	Allows you to import contributor name and address information from other standard formats.
Export	Allows you to export contributor information into another program format.
Exit	Exits WEDS.

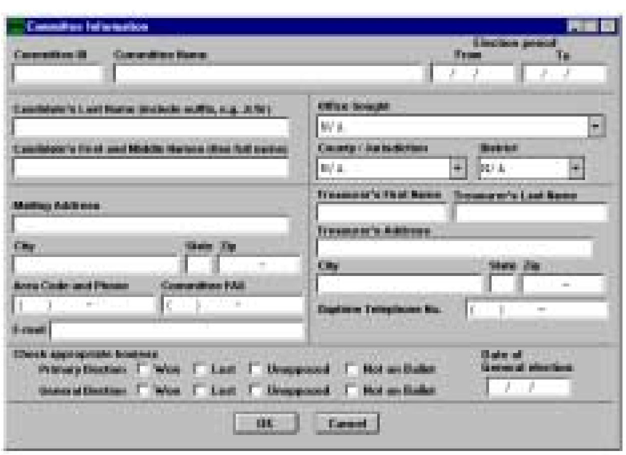
Setting up a Committee

When you open WEDS the first time, the *Name of Data Set* screen appears. This also occurs when you select New from the *File Menu*.



Field	Explanation
Data Set Name	This is just the name given to the folder used to store information for the committee. This name cannot be a duplicate of a previous data set name.
Committee Type	Use the popup screen to select the type. You only get one shot at this. It cannot be changed later and selecting the committee type also sets up other types of parameters such as contribution limits for candidates, etc.
Name of Committee	Type the name of the committee as entered on your committee registration form (C1-PC).
Committee Info	The filer ID is used only if you plan to electronically file and is not needed to use the software. To obtain a Filer ID, you must follow the instructions posted on the PDC’s website.

After filling out the required information, click **OK** and you will be presented with the *Committee Information* screen:



The *Committee Information* screen is where you enter basic committee information, including the **Candidate's Name**, **Office Sought**, etc. You are presented with this screen each time you create a new committee. You may also re-visit this screen at any time to make changes by selecting the **Committee Info** option found under the *File menu*.

When you open WEDS after having defined a Committee to the system, you get a list of all committees that have been entered into the system. You may define as many committees as you need.

Fields in the Committee Information Screen

Field	Explanation
Committee ID	Six characters you specify to name the committee to the program. WEDS creates a folder with this name, and that folder contains all the data for the committee.
Committee name	The official name of the committee.
Starting date of election period	The starting date of the election period.
Name, address, phone	Candidate name, address, and phone information.
Office sought	Select the appropriate office sought from this scrollable pop-up list. The offices come from the Lists menu Offices option. You can add and edit offices from the Lists menu.
County	Select the appropriate office sought from this scrollable pop-up list. The counties come from the Lists menu Counties option. You can add and edit offices from the Lists menu.
District	Select the appropriate office sought from this scrollable pop-up list. The districts come from the Lists menu Offices option. You can add and edit offices from the Lists menu.
Treasurer information	Treasurer name and phone number.
Election check boxes	Check the appropriate boxes for primary or general election, won, lost, ran unopposed, or not on ballot.
Date of general election	The date of the general election.

Once you have entered all of the appropriate committee information, click **OK** to save your data. Your committee is now defined and you are ready to enter activities.

Deleting a Committee

If you want to completely **delete** a committee, you must to do so from Windows. The committee data files are stored inside a folder named **Data**, located within your WEDS folder. For example, if you selected the default directory location of **C:\Weds**, and the committee you wanted to delete had a data set name of **MJ2001**, you would need to navigate to **C:\WEDS\Data\MJ2001.SDR** and delete the **MJ2001** folder.

Data Backup and Restore

In addition to creating a copy of your data for backup purposes, *backup* and *restore* are commands that are helpful in moving data from one machine to another. If you have a committee defined on a computer and you wish to transfer that committee data to another computer, the easiest way is to backup to a floppy disk and then restore from a floppy disk to the second computer.

Backup - Creates a backup of the currently opened committee. Uses PKZIP™ to create compressed files. You may specify any drive to backup.

Restore - Restores data from backup. You may restore from backup if you lose your data for some reason, such as a hard disk failure.

Data Maintenance

The File menu Utilities option contains two data maintenance utilities: *Re-Index* and *Compact*.

Re-Index - is comparable to a "tune-up" for your data. If WEDS appears to be running slower than normal, or you have other general problems, try running Re-Index. Sometimes your computer may shut down without warning due to a power failure or other complication. This could be harmful to your data if you were operating WEDS at the time your system shut down. If this happens, running Re-Index is necessary.

Compact - Removes unnecessary records from your WEDS data files. (These are records that have been marked for deletion.) This makes your WEDS data files smaller and frees up disk space. If you are running out of disk space, you might run Compact to make sure your WEDS data files are at their minimum sizes.

Data Import and Export

Weds also allows you to import and export contributor names and addresses.

Import - This allows you to import contributor name and address information from one of the standard formats, such as tab delimited, .dbf (FoxPro) or Excel. If you have a lot of contributor data on another system, you do not have to re-enter that data to WEDS.

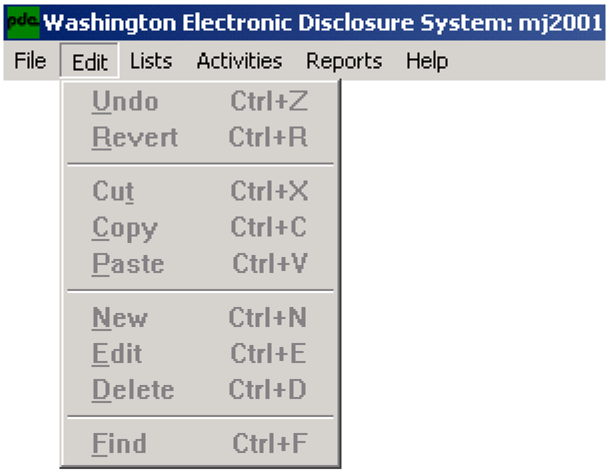
Note: Please do not Import! If you do, you will most likely have problems that we will not be able to fix!

The data to be imported must be in a particular format. To see this format, export data from the program (see Export below), and view the results. An import file must have the exact same structure as an exported file.

Export - Exports name and address contributor information. You may wish to export this information to another program.

Edit Menu Basics

The *Edit Menu* is a source for commands used to manipulate data and/or data fields throughout the WEDS program. You can also use the associated shortcut (denoted by **Ctrl + Key**) to perform the desired command. For example, the **New** command can also be performed by pressing the **Ctrl** key and the **N** key.

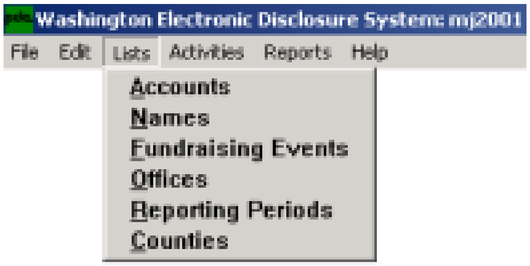


Edit Menu Option	Function
Undo	Reverses the last action you took.
Revert	Reverts back to the previous data.
Cut	Deletes selected characters, and places them into memory.
Copy	Copies selected characters into memory.
Paste	Inserts characters previously Cut or Copied.
New	Blanks out the data fields in an activity or list screen, to enter a new Activity or List item. You may also blank out data fields to add a new activity by clicking the Next navigational button until the fields are blank.
Edit	Edits existing records on List screens.
Delete	Removes a List or Activity item.
Find	Finds a particular Activity item. Depending on the activity, you can search by name, date, check no., amount, etc

Note: The commands within the *Edit Menu* are not always available. It depends on the action you have most recently completed.

Lists Menu Basics

The *Lists Menu* is where you keep track of all of your unique parameters (Accounts, Names, Fundraising Events, Offices, Reporting Periods, and Counties).



List Menu Option	Function
Accounts	All accounts used by the committee - bank, credit card, etc.
Names	Every name entered to the system - contributors, vendors, etc.
Fundraising Events	Fundraising events allow you to classify and group monetary expenditures.
Offices	Every possible office to run for and its contribution limits.
Reporting Periods	All of the candidate reporting periods determined by law.
Counties	All the counties and their county numbers.

Accounts

The list of accounts is a template. You may enter your own accounts into the system by highlighting an account, using the Edit button, and then typing over the default names. Each type of account has a number associated with it to simplify data entry and tracking.

Navigating in the Accounts Screen

Button	Action
Use	Accesses the register - a list of all activities for the account. This option is only available for the 1000-3000 accounts.
Add	Add another account of this type to the system. This is for defining all of your accounts, as you may have multiple bank accounts, credit card accounts, contribution accounts, etc. To add an account, highlight the type of account you want to add, and then click the Add button. Some account types cannot be added.
Edit	Edit the type, account number, code, name, and description of the account. Loan account edit screens include fields for the WEDS account number (2100 to 2599), the interest payment account number, the name of the loan, the interest rate, the repayment schedule, the due date, and date forgiven. A loan payment has a principal amount and an interest amount. The interest amount is an Expenditure for the committee, so that the interest amount is tied to an expenditure account (5000 to 5999 accounts). This expenditure account number is what you enter in the interest payment account number field. Expenditure accounts have an expenditure code, and you may modify it in the edit screen. Some account types cannot be edited.
Exit	Exits the screen.

Account Types and Numbers

The following tables show all the available accounts. Each account is listed with its WEDS **account number**, the **type** of account, and a **description**. The accounts are grouped into the following categories: Assets, Liabilities, Surplus/Deficit, Contribution and Revenue, Expenditure, and Fundraising Expenditure.

Accounts – Assets

Numbers	Type	Description
1000 to 1599	Bank Accounts	Accounts used to record all bank activity. You may add as many bank accounts as you need. You should set up a separate account for each bank account of the campaign.
1600	Un-deposited Items	These are receipts that have not yet been deposited.
1800	Petty Cash	Used for petty cash.
1900 to 1999	Other Assets	Other assets, for example a legal loan. You may add as many Other Assets accounts as you need.

Accounts – Liabilities

Numbers	Type	Description
2000	Unpaid Expenses	This is the account used for recording unpaid (accrued) expenses.
2100 to 2599	Loans	Used to record loan activity for a specific Loan. You may add as many loan accounts as you need. You must set-up a separate loan account for each loan of the campaign.
2600 to 2999	Credit Cards	If the campaign (not the candidate) has a credit card (or cards), use these types of accounts to record all credit card activity. You may add as many credit card accounts as you need. You should set-up a separate account for each credit card of the campaign.

Accounts – Surplus/Deficit

Numbers	Type	Description
3000	Surplus/Deficit Adjustments	Used for recording adjustments to surplus/deficit.

Accounts – Contribution and Revenue

Numbers	Type	Description
4000 to 4097	Monetary Contributions	Used for classifying monetary contributions. You must have at least one monetary contribution account. You may add as many monetary contribution accounts as you need. As an example, you could define a separate account for each location, to keep track of your contributions by location.
4098	Un-itemized Fundraiser Amount	Used for classifying Un-itemized Fundraisers.
4099	Anonymous Contribution	Used for classifying anonymous contributions.
4100 to 4199	In-Kind Contributions	Used for classifying in-kind contributions. You must have at least one in-kind contribution account.
4200	Personal Funds	Used for classifying personal funds of the candidate.
4300 to 4399	Refund/Rebate	Refund/Rebate income. You may add as many Refund/Rebate accounts as you need.
4400 to 4499	Interest Income	This is for classifying Interest Income. You may add as many Interest Income accounts as you need.
4500	Other Income	This is for classifying other types of receipts. You may add as many Other Income accounts as you need.
4900	Pledge	Used for creating pledge accounts. You may add as many Pledge accounts as you need.

Accounts – Expenditure

Numbers	Type	Description
5000 to 5999	Expenditures	Used for classifying Expenditures. There are numerous expenditure accounts created by default. You may add as many Expenditure accounts as you need.

Accounts – Fundraising Expenditure

Numbers	Type	Description
6000 to 6999	Fundraising	Used for classifying fundraising expenditures. These are fixed by law and cannot be added or edited.

Registers

A register is a list of all activities for an account. You may access registers for the accounts whose account numbers are in the **1000** to **3000** range, by double clicking on the account, or clicking the **Use** button with the account highlighted.

Activity Details from the Account Register

From the register, you can bring up the *Activity* screen for the details on any particular activity. To do this, highlight the activity, and press (**Ctrl + Enter**).

Names

The list of names includes every name entered in the system. If you enter a contribution, for example, the name of the contributor is added to this list. Names include **Contributors**, **Vendors**, the **Candidate and their family**, **Committee Officers** and **Other Committees**.

Adding Names to the System

Names can be added to the system from the *Names* screen, or from the **Name** field of any *Activity* screen. In the *Names* screen, you may add details such as the status of a contributor, a minor contributor's parent, and related entities. When you enter a name in the screen that has not been entered previously into the system, it will be automatically added into the database.

Viewing All Activities for a Name

To see the activities for a name (contributions from, expenditures paid to, etc.) that has already been entered into the system:

1. Click the **Browse** button in the *Names* screen to display the list of all names entered into the system.
2. Highlight a name and press **Enter** to bring it into the *Names* screen.
3. Click on the **Show Detail** button in the *Names* screen.

Fields in the Names Screen

Field	Explanation
Type	For each name, select the appropriate type (individual, financial institution, etc.), from this pop-up list.
Incorporated Business	Check this box if the name refers to an incorporated business.
Related to Candidate	Check this box if the individual is, according to law, a member of the "candidate's immediate family."
Related Names: Parents/Minor Children/Sole Proprietors	Click the Add button to display the list of all names, and then add any related names. Related names include: parents, minor children, and any sole proprietorship owned by the individual. When one name is related to another, all names related to either would be related to the entire group. To remove a Name from the related names list, highlight the Name and click Remove. The contributions of all related names are aggregated, for the purpose of contribution limit checking.
Notes	The Notes area in the Names screen is for your online reference/personal use only. The notes you enter here do not appear in any of the disclosure forms.

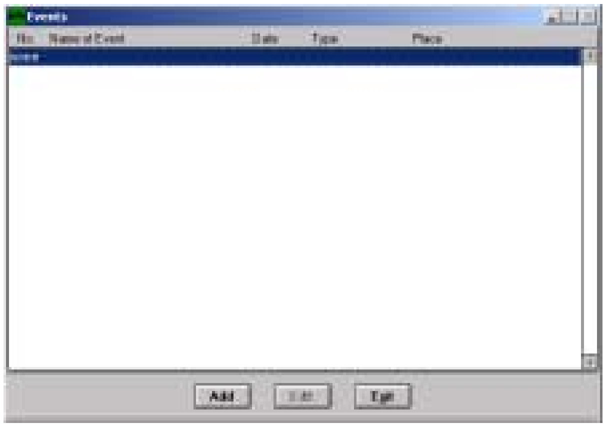
Navigating in the Names Screen

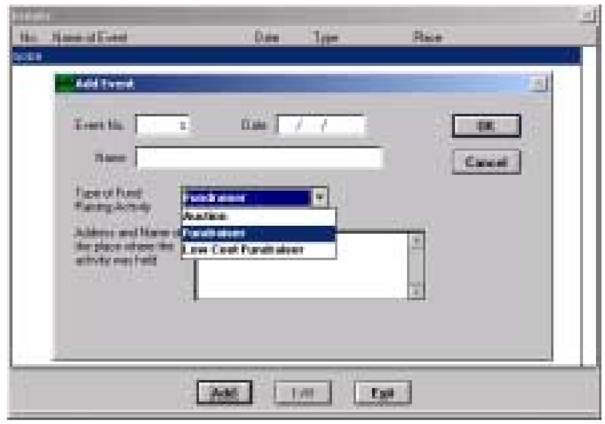
Button	Action
Show Detail	Shows all activities for the name currently in the Names screen.
Next	Displays the Next Name in the list. This is used when you use the Browse button to display the names already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Previous	Displays the Previous Name in the list. This is used when you use the Browse button to display the names already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Done	Saves all changes made and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all Names that have been entered into the system. From the browse list, you can select an item (using the Enter key) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item. Columns in browse windows can be resized by clicking and dragging. Browse windows can be resized and repositioned.

Fundraising Events

This enables you to allocate a group of expenses to a particular fundraising event. Fundraising events can be associated with many activities, including contributions. In Washington, fundraising events include **auctions**, **fundraisers** and **low cost fundraisers**.

Note: Before you can enter transactions for a fundraiser in the *Activities Menu*, you must first create the fundraiser and establish the parameters for that fundraiser by going to **Lists** > **Fundraising Events** and clicking **Add**. You will need to add any fundraising events yourself. If you need help with this step, you may contact the PDC for assistance.





The **Event No.** is automatically assigned, but can be edited, if desired, up to **99**. Enter the **Date** and **Name** of the event. Use the drop-down list for **Type of Fund Raising Activity** and enter the **Address and Name of place where activity was held**. When done, click **OK** to go back to the *Event*s screen. When you are done, click **Exit** to get back to the default WEDS screen.

After you enter a fundraising event, you will be able to select it from the fundraiser pop-up lists in several activity screens.

Offices

This screen lists all of the possible offices available by default plus any additional offices you may have added. It also displays the county and district for each office.

Adding and Editing Offices

You can add offices and edit their specifications using the Add and Edit buttons. When you choose to edit an office, the *Edit Office* screen appears.

Fields in the Edit Office Screen

Field	Explanation
Office Name	The name of the office. These come from the *Offices* option of the List menu, and you may Add and Edit offices there.
County	The county name. These come from the *Counties* option of the List menu, and you may Add and Edit counties there.
District	The district number. This is a pop-up list.
Contribution Limits	All of the contribution limits (individuals, unions, businesses, etc.) for the offices are listed here.
Office Code	The office code is issued by the Washington Public Disclosure Commission.
Number of Registered Voters	The number of registered voters for this county and district.

Contribution Limits by Office

When you highlight an office and click **Edit**, the *Edit Office* screen displays all of the contribution limits for the office. For convenience purposes, the program allows you to update these values so that you do not have to order new software should the limits change. Please be careful when doing so - make sure new values are accurate. Always check with the Public Disclosure Commission for the current and correct values.

Reporting Periods

This displays a list of currently established reporting periods. Key reporting periods can be accessed via the PDC's website.

These reporting periods are available under a pop-up list in the *Reports Menu*. Each time you create a **C-4** report, you must specify a particular reporting period.

You may add or edit reporting periods as needed.

Adding a Reporting Period

If there is a special election, you can add a reporting period for it by clicking **Add** on the *Reporting Periods* screen.

Command	Function
Date of election	The date of the actual election. This is an optional field.
Type of Report	Name of the report period (for your reference only, doesn't go on the forms). This is a required field and cannot be edited.
Period start date	Start date of the reporting period. This is a required field and can be edited later if needed.
Period end date	End date of the reporting period. This is a required field and can be edited later if needed.
Due Date	Date that report is due. This is an optional field.

After you add the new period, it will appear in the scrollable pop-up list within the *Reporting Periods* screens, so that it can be selected for creating reports.

Deleting a Reporting Period

Go to the *Lists Menu* and select **Reporting Periods**.

Highlight the reporting period that you want to delete. While highlighted, select the *Edit Menu* at the top of your screen and choose the **Delete** option.

Counties

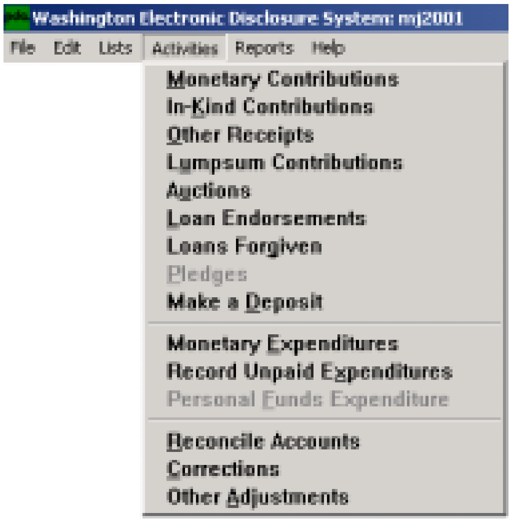
WEDS provides this list of counties and county numbers. This list is available under a pop-up list in the **Committee Info** option of the *File Menu*.

Adding and Editing Counties

You can add counties, or edit county codes and names, using the **Add** and **Edit** buttons.

Activities Menu Basics

The *Activities Menu* is where all the day-to-day campaign data (contributions and expenditures, etc.) is entered into WEDS.



Activity Menu Option	Function
Monetary Contributions	Entering monetary (cash, check, credit card) contributions.
In-Kind Contributions	Entering in-kind contributions.
Other Receipts	Entering other types of receipts, such as public funding, bank interest, loans, etc.
Auctions	Entering data on auctions.
Loan Endorsements	Entering loans to the committee.
Loans Forgiven	Entering loans to the committee that were forgiven.
Pledges	Entering pledges. Note: This feature is currently unavailable, however pledges can still be entered into WEDS.
Make a Deposit	Depositing monetary contributions to bank accounts.
Monetary Expenditures	Recording the expenses.
Record Unpaid Expenditures	Recording all unpaid expenditures.
Personal Funds Expenditures	Recording all personal funds expended. Note: This feature is currently unavailable.
Reconcile Accounts	Reconciling bank accounts. Note: Please do not use, unless instructed to do so by the PDC.
Corrections	All corrections entered here will be listed as schedule C of your C-4 report.
Other Adjustments	Adjusting account balances, to reflect opening balances etc. Note: Please do not use, unless instructed to do so by the PDC.

Monetary Contributions

Enter information for each monetary contribution (cash, check, or credit card) into this screen.

Go to the *Activities Menu*, and select **Monetary Contributions**. Include the **Date**, **Name** of the contributor, and **Amount** of the contribution. After entering a new name in the name field, you will be prompted as to the **Type** of name being added. Select the appropriate type, click **OK,** fill out the information in the *Names* screen, and click **Done**. You will then be prompted once again by the *Contribution* screen to enter the rest of the contribution information.

Fields in the Monetary Contributions Screen

Field	Explanation
Contribution Account	Select the appropriate contribution account from this pop-up list. This is the account the contribution is credited to. It is possible that you have more than one contribution account. If so, you can enter additional accounts using the Lists: Accounts menu. Any new accounts you enter may be selected from this pop-up list. As an example, you might want to track contributions by location, and you would therefore define a contribution account for each location.
Type	Select the appropriate type from this pop-up list. The type can be check, cash, or credit card. This field is optional.
Date	Date the contribution was made.
Check No.	Check number, if the contribution was a check. (Optional)
Name	Name of the contributor. There are year total limitations for a contributor, so you must not make duplicate records of the same contributor name. Misspelling the contributor name may cause separate contributions to be reported for one contributor. Therefore, before entering a contribution, it is best to see if the contributor name has already been entered into the system. You may also enter the first few letters of a name in the Name field, and press Tab or Enter for a list of names matching those letters. Highlight a name from the list and press Enter to select it. If no match is found, you get the screen to enter a New name.
Amount	Enter the amount of the contribution here.
Memo	Enter a description of the contribution here. This field is optional.
Recpt. No	The receipt number of the contribution. This is a display only field.
Itemize Always Checkbox	Check this box to always itemize the monetary contribution. If you do not check this box, monetary contributions under $25 will not be itemized in the schedules.
Election	Select the appropriate type of election from this pop-up list.
Fundraiser	This allows you to associate a contribution with a particular fundraising event. There are not any fundraising events in the pop-up list until you enter them into the system. Fundraising events are defined with the Lists Menu: Fundraising Events option.

Navigating in the Monetary Contributions Screen

Button	Action
Contributor	Displays the list of names to be selected from the Show pop-up choices. Highlight a name and press Enter to select it. You can also use the Esc key to exit the list without selecting an item.
Show	The Show pop-up list determines what is displayed when you click the Contributor button. You may choose to show All names entered into the system, Contributor names, Lender names, or Vendor names.
Next	Displays the Next monetary contribution in the list. This is used when you use the Browse button to display the monetary contributions already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Previous	Displays the Previous monetary contribution in the list. This is used when you use the Browse button to display the monetary contributions already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
OK	Saves all changes made and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all Monetary Contributions that have been entered into the system. From the browse list, you can select an item (highlight it and press Enter) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item. Columns in browse windows can be resized by clicking and dragging.

Personal Funds Contributions

From the *Activities Menu*, choose **Other Receipts**. Select the **4200 Personal Funds** account from the **Receipt Account** drop-down list. After entering the requested information, click **OK**.

To view your personal funds entry, go to **Reports** > **Form C-3's**, highlight the appropriate item(s) for "**Check to print**", choose **Form C-3**, then select **Preview**. You will see that your Person Funds entry is located in section 1, line b

In-Kind Contributions

In-kind contributions are contributions *other* than cash, such as computer or office supplies, etc.

Enter the information on each In-kind contribution into this screen, including the **Date**, **Name** of the contributor, and **Fair Market Value** of the contribution.

Fields in the In-Kind Contributions Screen

Field	Explanation
In-Kind Contribution Account	Select the appropriate In-kind contribution account from this pop-up list. This is the account the In-Kind contribution is credited to. It is possible that you have more than one In-kind contribution account. If so, you can enter additional accounts using the Lists: Accounts menu. Any new accounts you enter you can select from this pop-up list.
Expenditure account	Select the expenditure account to be credited from this pop-up list.
Election	Select the appropriate type of election from this pop-up list.
Date	Date of the contribution.
Name	Name of the contributor. There are year total limitations for a contributor, so you must not make duplicate records of the same contributor name. Misspelling the contributor name may cause separate contributions to be reported for one contributor. Therefore, before entering a contribution, it is best to see if the contributor name has already been entered into the system. You may also enter the first few letters of a name in the Name field, and press Tab or Enter for a list of names matching those letters. Highlight a name from the list and press Enter to select it. If no match is found, you get the screen to enter a New name.
Fair Market Value	The fair market value of the In-kind contribution.
Description	A description of the In-kind contribution.
Fundraiser	This allows you to associate an In-kind contribution with a particular fundraising event. There are not any fundraising events in the pop-up list until you enter them into the system. Fundraising events are defined with the Lists Menu: Fundraising Events option.
Itemize Always Checkbox	Check this box to always itemize the In kind contribution. If you do not check this box, In kind contributions under fifty dollars will not be itemized in the schedules.

Navigating in the In-Kind Contributions Screen

Button	Action
Contributor	Displays the list of names to be selected from the Show pop-up choices. Highlight a name and press Enter to select it. You can also use the Esc key to exit the list without selecting an item.
Show	The Show pop-up list determines what is displayed when you click the Contributor button. You may choose to show All names entered into the system, Contributor names, Lender names, or Vendor names.
Next	Displays the Next In-kind contribution in the list. This is used when you use the Browse button to display the In-kind contributions already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Previous	Displays the Previous In-kind contribution in the list. This is used when you use the Browse button to display the In-kind contributions already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
OK	Saves all changes made and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all In-kind contributions that have been entered into the system. From the browse list, you can select an item (highlight it and press Enter) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item. Columns in browse windows can be resized by clicking and dragging.

Other Receipts

Use this screen to enter loans received and miscellaneous receipts such as **interest income**, **refunds** and **rebates**, etc. Enter the **Date**, **Name**, and **Amount** of the **Other Receipt** income.

Fields in the Other Receipts Screen

Field	Explanation
Receipt Account	Each Other Receipt income item must be credited to the appropriate account. Select the appropriate receipt account from this pop-up list. Some possible accounts are 2100 Loans, 4300 Refund/Rebate, 4400 Interest Income, and 4500 Other Income.
Election	Select the appropriate type of election from this pop-up list.
Date	Date of the Other Receipt.
Name	Name of the payer of the Other Receipt item. You may enter the first few letters of a name in the Name field, and press Tab or Enter for a list of names matching those letters. Highlight a name from the list and press Enter to select it. If no match is found, you get the screen to enter a New name.
Amount	Amount of the other receipt.
Description of Other Receipt	You must enter a description of the Other Receipt. This description appears in the disclosure reports.
Fundraiser	This allows you to associate other receipt income with a particular fundraising event. There are no fundraising events in the pop-up list until you enter them into the system. Fundraising events are entered into the system with the Lists Menu: Fundraising Events option.

Navigating in the Other Receipts Screen

Button	Action
Get Name …	Displays the list of names to be selected from the Show Names Of pop-up choices. Highlight a name and press Enter to select it. You can also use the Esc key to exit the list without selecting an item.
Show Names Of	The Show Names Of pop-up list determines what is displayed when you click the Get Name button. You may choose to show All names entered into the system, Contributor names, Lender names, or Vendor names.
Next	Displays the Next other receipt item in the list. This is used when you use the Browse button to display the other receipt items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Previous	Displays the Previous other receipt item in the list. This is used when you use the Browse button to display the other receipt items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
OK	Saves all changes made and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all Other Receipt items that have been entered into the system. From the browse list, you can select an item (highlight it and press Enter) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item. Columns in browse windows can be resized by clicking and dragging.

Lumpsum Contributions

Enter contribution information from **low cost fundraisers** in this screen.

Note: Before you can enter **Lumpsum Contribution** information, you must first create the **low cost fundraiser**. Go to **Lists** > **Fundraising Events** and click **Add**. See Fundraising Events for help.

Fields in the Lumpsum Contributions Screen

Field	Explanation
Contribution Account	Select the appropriate contribution account to be credited from this pop-up list.
Election	Select the election for which the information applies toward.
Date	Enter the date on which the funds were collected.
Number of Contributors	Enter the number of contributors for this lump sum total.
Amount	Enter the total amount of the lump sum contribution.
Receipt Number	Automatically generated.
Memo	Enter any relevant description or memo in regards to the fund raiser.
Fund Raiser	Select the fund raiser for the drop down list.

Auctions

This screen is where you enter the information on each auction.

Note: Just like **Lumpsum Contributions**, before you can enter auction information, you must first create the auction. To do so, go to **Lists** > **Fundraising Events** and click **Add**. See Fundraising Events for help.

You may now access that particular auction by going to **Activities** > **Auctions** and choosing the appropriate auction from the **Auction** drop-down menu.

Fields in the Auctions Screen

Field	Explanation
Contribution Account	Select the appropriate contribution account to be credited from this pop-up list.
Contributor	Name of the contributor. You may enter the first few letters of a name in the Contributor Name field, and press Tab or Enter for a list of names matching those letters. Highlight a name from the list and press Enter to select it. If no match is found, you get the screen to enter a New name.
Election	Select the appropriate type of election from this pop-up list.
Fair Market Value	The fair market value of the item.
Buyer	Name of the buyer. You may enter the first few letters of a name in the Buyer field, and press Tab or Enter for a list of names matching those letters. Highlight a name from the list and press Enter to select it. If no match is found, you get the screen to enter a New name.
Election	Select the appropriate type of election from this pop-up list.
Sales price	The price the item was sold for.
Item No. and Description	The item number, and a description of the auctioned item.
Auction	Select the appropriate auction from the drop-down list. When you enter a fundraising event into the system, you can specify that the event is an auction. All auctions you enter are then available in this drop-down list.
Date	Date the auction was held.

Navigating in the Auctions Screen

Button	Action
Contributor…	Displays the list of names to be selected from the Show pop-up choices. Highlight a name and press Enter to select it. You can also use the Esc key to exit the list without selecting an item.
Buyer…	Displays the list of names to be selected from the Show pop-up choices. Highlight a name and press Enter to select it. You can also use the Esc key to exit the list without selecting an item.
Show	The Show pop-up list determines what is displayed when you click the Contributor and Buyer buttons. You may choose to show All names entered into the system, Contributor names, Lender names, or Vendor names.
Next	Displays the Next auction item in the list. This is used when you use the Browse button to display the auction items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Previous	Displays the Previous auction item in the list. This is used when you use the Browse button to display the auction items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
OK	Saves all changes made and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all Auction items that have been entered into the system. From the browse list, you can select an item (highlight it and press Enter) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item.

Loan Endorsements

This is where you enter the information on each **loan endorsement** (Note: A loan endorser is the co-signer of a loan), including the **Date** and **Amount** of the loan.

Fields in the Loan Endorsements Screen

Field	Explanation
Loan Account	Select the appropriate loan account to be credited, from this pop-up list.
Election	Select the appropriate type of election from this pop-up list.
Date	Date of the loan.
Name	Name of the lender. You may enter the first few letters of a name in the Name field, and press Tab or Enter for a list of names matching those letters. Highlight a name from the list and press Enter to select it. If no match is found, you get the screen to enter a New name.
Amount	Amount of the loan.

Navigating in the Loan Endorsements Screen

Button	Action
Get Name…	Displays the list of names to be selected from the *Show Names Of* pop-up choices. Highlight a name and press Enter to select it. You can also use the Esc key to exit the list without selecting an item.
Show Names Of	The *Show Names Of* pop-up list determines what is displayed when you click the Get Name button. You may choose to show All names entered into the system, Contributor names, Lender names, or Vendor names.
Next	Displays the Next loan in the list. This is used when you use the *Browse* button to display the loans already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Previous	Displays the Previous loan in the list. This is used when you use the Browse button to display the loans already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
OK	Saves all changes made and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all Loans that have been entered into the system. From the browse list, you can select an item (highlight it and press Enter) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item.

If you want to enter a loan, you must:

1. Create the loan account first. Go to **Lists** > **Accounts**, highlight the **2100 Name of Loan** account and click **Add**. **Account No.** is automatically entered. **Interest Payment Account No.** is only if lender is charging interest. If so, you will need to create a **5001 Expenditure Account** for that. In **Name**, enter the name of the person lending the money. This only creates a loan "account", it does not associate this loan with that particular person. **Annual Interest Rate** - enter only if charging interest. **Repayment Schedule** - enter "**As funds available**", "**monthly**", or **whatever**. **Date Due** and **Date Forgiven** are optional at this point. Click **OK**. Click **Exit**.

2. Go to **Activities** > **Other Receipts** and reference the correct **Receipt Account** (in this case, **2101 loan**). Enter the correct **Election**. Enter the **Name** of the lender. If this is a new name, you will be prompted with the *Select type to add* screen. Fill it out and click **OK**. Enter the **Amount** of the loan. **Description** is optional. Leave **Fund Raiser** at none. Click **OK**.

3. Deposit the money. Go to **Activities** > **Make a Deposit**.

When you make payments on that loan, go to **Activities** > **Monetary Expenditures**. Enter the **Date** and **Check No.** (optional). Enter the **Name** of the loan account and the **Amount** paid. Select the correct **Election** period. The **Expenditure No.** is automatically entered. On lower half of screen, reference the correct loan account (**2101 loan**), enter the **Amount** and **Memo** (optional). If part of this payment is interest, you need to also reference the appropriate expenditure account (**5001 loan interest**) and **Amount** and **Memo**. Click **OK**.

Loans Forgiven

This is where you enter the information on each **forgiven loan**, including the **name** of the lender, and the **date** and **amount** forgiven.

If a loan is forgiven at any time, you must do so by going to **Activities** > **Loans Forgiven**. Select the appropriate **Loan Account**, enter the **Name of Lender**, the **Date Forgiven** and **Amount Forgiven** and click **OK**. **Memo** is optional.

Fields in the Loans Forgiven Screen

Field	Explanation
Loan Account	Select the appropriate loan account to be credited, from this pop-up list.
Date Forgiven	Date that the loan was forgiven.
Name of Lender	Name of the lender. You may enter the first few letters of a name in the Name field, and press Tab or Enter for a list of names matching those letters. Highlight a name from the list and press Enter to select it. If no match is found, you get the screen to enter a New name.
Amount Forgiven	The amount that was forgiven.
Memo	This memo is for personal online reference only; it does not appear in any disclosure report.

Navigating in the Loans Forgiven Screen

Button	Action
Get Name…	Displays the list of names to be selected from the Show Names of pop-up choices. Highlight a name and press Enter to select it. You can also use the Esc key to exit the list without selecting an item.
Show Names Of	The Show Names Of pop-up list determines what is displayed when you click the Get Name button. You may choose to show All names entered into the system, Contributor names, Lender names, or Vendor names.
Next	Displays the Next forgiven loan in the list. This is used when you use the Browse button to display the forgiven loans already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Previous	Displays the Previous forgiven loan in the list. This is used when you use the Browse button to display the forgiven loans already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
OK	Saves all changes made and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all Forgiven Loans that have been entered into the system. From the browse list, you can select an item (highlight it and press Enter) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item.

Pledges

Even though the pledge option is currently unavailable in WEDS, you may still enter pledges:

1. You must first create the pledge account by going to **Lists** > **Accounts**, highlighting the **4900 Pledge Account** and clicking the **Add** button. The **Account Number** is automatically entered. Leave **Code** blank. Enter the **Name** of the person giving the pledge and the **Description** (optional) and click **OK**. This brings you back to the *Accounts* list. Click **Exit**.

2. Next, go to **Activities** > **Other Receipts**. This brings up the *Other Receipt* screen where you need to reference the pledge account just created in the **Receipt Account** field. Assign the correct **Election** period, enter the **Name** (WEDS account name) of the person giving the pledge, the **Date** the pledge was given, and the **Amount** of the pledge. The **Description** is optional. Click **OK**.

Once the pledge has been redeemed, go to **Activities** > **Monetary Contributions**. Within the *Monetary Contributions* screen be sure to reference the correct **Contribution Account** (**4901+**). This will automatically populate the **Name** field. Enter the **Date** that the pledge was redeemed, the **Amount** given, and select the appropriate **Election**. **Type**, **Check No.**, and **Memo** are all optional and **Recpt. No.** is automatically entered. Leave **Fund Raiser** field at **none**, and click **OK**. Deposit the money by going to **Activities** > **Make a Deposit**.

If a pledge needs to be forgiven at any point, go to **Lists** > **Accounts**. Find the pledge account to be forgiven, highlight it, and click **Edit**. Enter the date the pledge was forgiven and click **OK**. The balance of that pledge account should now be **zeroed** out on the *Accounts* screen.

Making a Deposit

This screen lists all **un-deposited** items - contributions and other receipts that have been entered to the system, but have not yet been deposited to an account. Using this screen, you deposit each item to its appropriate account.

Making A Deposit

Step	Process
1	Select the account where the deposit will go from the Deposit to pop-up list at the top of the screen.
2	Select the item or items to be deposited to that account. When you click on an item, a check mark appears in the Include box next to the item, indicating to include it in the deposit. Also, when an item is highlighted, the space bar toggles between selecting and de-selecting that item. You can select All items by pressing F9, and de-select All items by pressing F10.
3	The running total of the items you have checked to include in the deposit is displayed in the Deposit Total field (bottom right of the screen). Check this total, and the Date (upper right of the screen), before you record the deposit.
4	Click Next or OK to record the deposit.

Navigating in the Make a Deposit Screen

Button	Action
Next	Displays the Next deposit in the list, and completes and records the current deposit.
Previous	Displays the Previous deposit in the list.
OK	Saves all changes made (completes and records the deposit) and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all Deposits that have been entered into the system. From the browse list, you can select an item (highlight it and press Enter) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item.

Monetary Expenditures

Enter the information for each monetary expenditure in this screen.

Entering an Expenditure

Step	Process
1	Enter the date, check number, and amount of the expenditure, in the top half of the screen. The expenditure amount you enter automatically appears in the first line of the detail section (bottom half of the screen).
2	Select an account to be credited for the expenditure, typically an expenditure account, numbered 5000 or greater. If the expenditure is to be credited to more than one expenditure account, enter the values in the amount fields in the details section (bottom half) of the screen. For each portion of the expenditure, select the appropriate account. The unused portion of the expenditure will automatically appear on the next detail line, until it is used up.
3	You must itemize in the detail section the entire expenditure amount (shown in the top half of the screen), before you can save your work and exit the screen.

Fields in the Monetary Expenditures Screen

Field	Explanation
Bank Account	Select the appropriate bank account for the expenditure from this pop-up list.
Balance	Displays the current balance of the selected bank account.
Date	Date of the expenditure.
Check No.	The check number, if the expenditure was a check.
Name	Name associated with the expenditure. You may enter the first few letters of a name in the Name field, and press Tab or Enter for a list of names matching those letters. Highlight a name from the list and press Enter to select it. If no match is found, you get the screen to enter a New name.
Amount	Amount of the expenditure.
Itemize Always Checkbox	Check this box to always itemize the expenditure. If you do not check this box, expenditures under fifty dollars will not be itemized in the schedules.
Expenditure Number	This is automatically entered by the system.
Expenditure Accounts Detail Section (bottom half of screen)	
Account	The expenditure account - select the appropriate account from this pop-up list.
Amount	Portion of the expenditure credited allocated to this account.
Memo	A description of the expenditure.
Event code	If the expenditure is related to an event, select the event code from this pop-up list. Events can be added and edited with the Fundraising Events option of the Lists menu.

If you require more than five lines of detail in the expenditure accounts section, the scroll bars at the bottom right of the screen become active.

Navigating in the Expenditure Information Screen

Button	Action
Get Name…	Displays the list of names to be selected from the Show Names Of pop-up choices. Highlight a name and press Enter to select it. You can also use the Esc key to exit the list without selecting an item.
Show Names Of	The Show Names Of pop-up list determines what is displayed when you click the Get Name button. You may choose to show All names entered into the system, Contributor names, Lender names, or Vendor names.
Next	Displays the Next expenditure item in the list. This is used when you use the Browse button to display the expenditure items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Previous	Displays the Previous expenditure item in the list. This is used when you use the Browse button to display the expenditure items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
OK	Saves all changes made and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all Expenditure items that have been entered into the system. From the browse list, you can select an item (highlight it and press Enter) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item

Record Unpaid Expenditures

This is for an expenditure that has occurred but *has not been paid*.

Fields in the Record Unpaid Expenditures Screen

Field	Explanation
Account	Select the appropriate account to be credited with the unpaid expenditure from this pop-up list.
Balance	Displays the current balance of the selected bank account.
Election	Select the appropriate type of election from this pop-up list.
Date	Date of the unpaid expenditure.
Name	Name associated with the unpaid expenditure. You may enter the first few letters of a name in the Name field, and press Tab or Enter for a list of names matching those letters. Highlight a name from the list and press Enter to select it. If no match is found, you get the screen to enter a New name.
Amount	Amount of the unpaid expenditure.
Expenditure Account	The expenditure account to be Debited.
Memo	Enter a description of the unpaid expenditure here. (This appears in B3 of form C-4, as “Description of Obligation.”)
Event	If the expenditure is related to an event, select the appropriate event from this pop-up list.

Navigating in the Record Unpaid Expenditures Screen

Button	Action
Get Name…	Displays the list of names to be selected from the Show Names Of pop-up choices. Highlight a name and press Enter to select it. You can also use the Esc key to exit the list without selecting an item.
Show Names Of	The Show Names Of pop-up list determines what is displayed when you click the Get Name button. You may choose to show All names entered into the system, Contributor names, Lender names, or Vendor names.
Next	Displays the Next unpaid expenditure item in the list. This is used when you use the Browse button to display the expenditure items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Previous	Displays the Previous unpaid expenditure item in the list. This is used when you use the Browse button to display the expenditure items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
OK	Saves all changes made and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all Unpaid Expenditure items that have been entered into the system. From the browse list, you can select an item (highlight it and press Enter) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item.

Personal Funds Expenditures

Note: This function is currently unavailable. For help with personal funds, please contact the PDC. ((360) 753-1111 or 1-877-601-2828).

Reconcile Accounts

You use this screen to reconcile your accounts.

Reconcile to Your Bank Statement

Specify the bank account you are reconciling in the **Account to Reconcile** pop-up list at the top of the screen.
Enter the ending balance from the bank statement in the **Balance** as shown on the bank statement field (upper right of the screen).

For each item in the bank statement (**deposits**, **withdrawals**, **fees**) there should be a corresponding entry here in the *Reconciliation* screen. Clear each item on the screen that has "cleared" your bank account by clicking in the *Clear* column, or highlighting the item and pressing the **Spacebar**.

At the bottom right of the *Reconciliation* screen, the **Bank Balance**, **Cleared Balance**, and **Difference** are listed. After you clear all items, the **Difference** should be **zero**.

If it is not **zero**, the difference could be **interest**, a **bank fee**, or some other item. It may be necessary to research what the discrepancy is and enter that transaction into WEDS.

Reconcile to "Today"

If you want to use the program to immediately reconcile your bank accounts, for instance, as of "Today," then:

Enter all of your **uncleared** checks (and **deposits**) as **monetary expenditures**. These should be credited to surplus/equity adjustments (**account #3000**).
Then add a single transaction (**cleared**) which equals the total of the uncleared checks which you entered as monetary expenditures. You enter this transaction in the **Other Adjustments** option of the *Activities Menu*. This entry reverses the numerical effect of these check recordings on equity/surplus adjustment accounts and bank accounts.

Removing Cleared Status

The *Reconciliation* screen shows **uncleared** items. When you select an item to be cleared, and then click **Done** to save your changes and exit the *Reconciliation* screen, the item has been cleared, and will no longer be listed in the screen.

In case any error is made, you can remove the cleared status of an item. To do this, go to the **Accounts** list (*List Menu*), and double click on the *Reconciliation* account (listed as **Account to Reconcile** at the top of the *Reconciliation* screen).

From that account detail window, the **spacebar** toggles between **clearing** and **removing cleared** status of a selected item.

Corrections

Any corrections that you enter into the *Corrections* screen are simply listed together as a schedule **C** on your **C-4** report.

The corrections you enter in this screen comprise that schedule, but otherwise, they are isolated. They do not interact with the rest of the system - they do not affect any balances.

Other corrections, that interact with the accounting of the system, are entered in their appropriate activity menu option. (As an example, to fix an incorrectly entered monetary contribution, you go to the *Monetary Contribution* screen, select the contribution, and then correct and save it.) To adjust an account balance, you use the **Other Adjustments** option of the *Activities Menu*.

Fields in the Corrections Screen

Field	Explanation
Check One:	Check the appropriate button as to whether the correction refers to a contribution/receipt, or expenditure.
Date of Report	Date of the report.
Date of Correction	Date of the correction.
Name	Name associated with the correction. You may enter the first few letters of a name in the Name field, and press Tab or Enter for a list of names matching those letters. Highlight a name from the list and press Enter to select it. If no match is found, you get the screen to enter a New name.
Amount Reported	The amount originally reported for the contribution/receipt, or expenditure.
Correct Amount	The correct amount for the contribution/receipt, or expenditure.
Description of Correction	A description of this correction.

Navigating in the Corrections Screen

Button	Action
Get Name…	Displays the list of names to be selected from the Show Names Of pop-up choices. Highlight a name and press Enter to select it. You can also use the Esc key to exit the list without selecting an item.
Show Names Of	The Show Names Of pop-up list determines what is displayed when you click the Get Name button. You may choose to show All names entered into the system, Contributor names, Lender names, or Vendor names.
Next	Displays the Next correction item in the list. This is used when you use the Browse button to display the correction items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Previous	Displays the Previous correction item in the list. This is used when you use the Browse button to display the correction items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
OK	Saves all changes made and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all Corrections that have been entered into the system. From the browse list, you can select an item (highlight it and press Enter) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item.

Other Adjustments

The *Other Adjustments* screen is for miscellaneous accounting adjustments, such as **entering previously reported expenditures as a lump sum**, **bank transfers**, or for **petty cash**.

To enter petty cash, go to **Activities** > **Other Adjustments**. This brings up the *Other Adjustments* screen. **Memo** is optional. **Reference No.** is optional. Select the appropriate **Election** period. Under **Account** select your bank account (**1000 Bank Account** by default) and under **Amount** enter the amount put into petty cash. (ex. if **$100**, then enter **-100**). You will notice that **$100** has been entered in the **Amount** field on the next line. On the next line, select the **1800 Petty Cash** account and click **OK**.

When making expenditures out of your petty cash, you need to reference the petty cash account. Go to **Activities** > **Monetary Expenditures**. Change the **Bank Account** field to **1800 Petty Cash** and fill out the form as you would any other Monetary Expenditure.

Entering an Adjustment

Step	Process
1	Post the adjustments in the bottom half of the screen. For each adjustment, specify the account, a memo if necessary, and the event code and public funding choices, if applicable. The Reference Number is for internal use only, so you may ignore it.
2	Each time you post an adjustment, the difference automatically posts to the next detail account line. The total of all debits must equal the total of all credits, so the sum of all the amounts you enter here must be zero. Continue to post the adjustments until the sum is zero.
If you require more than five adjustments, the scroll bars at the bottom right of the screen become active.	

Navigating in the Other Adjustments Screen

Button	Action
Next	Displays the Next adjustment item in the list. This is used when you use the Browse button to display the adjustment items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
Previous	Displays the Previous adjustment item in the list. This is used when you use the Browse button to display the adjustment items already entered into the system, and then select one (by pressing Enter) to be viewed or edited.
OK	Saves all changes made and exits the screen.
Cancel	Exits the screen without saving changes.
Browse	Displays the list of all Adjustments that have been entered into the system. >From the browse list, you can select an item (highlight it and press Enter) to be viewed or edited. You can also use the Esc key to exit the list without selecting an item.

Activities Menu Tips & Tricks

Editing an Existing Contribution

Click **Browse** for a list of the contributions already entered into the system. You may highlight a contribution from the list and press **Enter** to retrieve the information on the contribution.

You can then view the contribution information or edit (change) it. If you make any changes to the contribution that had been previously entered (such as a change the contribution amount), you have changed <u>that</u> contribution amount. You have NOT created a <u>new</u> contribution.

To clear data fields for the current item and enter a new item, press **Ctrl + N** (or **New**, from the *Edit Menu*).

Entering New Activities

To enter a new activity (a **monetary contribution**, an **expenditure**, etc.):

Enter activity data into a blank *Activity* screen and save it. In order to clear all fields within an activity screen, press **Ctrl + N**, or select **New** from the *Edit* Menu.

Entering New Activities Using Existing Names

Many separate activity transactions may be associated with the same names. As an example, you might purchase office supplies many times from a particular vendor, or have multiple contributions coming from a particular individual.

When you enter an activity, you will want to know if the name involved has already been entered into the system. In order to avoid complications and/or errant reports, it is important to avoid making a duplicate name entry (by misspelling, for example). This is especially important because there are contribution limits that must be checked, so <u>there can only be one *name entry* for each individual contributor.</u>

To avoid name-entry duplication, it is a good idea to bring up a names list by:

Clicking on the **Contributor** or **Get Name** button in the *Activity* screen, or

Entering some characters in the **Name** field of an *Activity* screen, and pressing **Enter** or **Tab** <u>(matches are performed against last or business names in the system, not first names).</u>

You may then highlight a name and press the **Enter** key to bring it into the activity screen, or '**Esc'** out of the name list if the name you need isn't there.

Editing Existing Activities

If you use the **Browse** button to bring an activity into an activity screen, it is a complete activity record. To edit an existing activity, bring up the appropriate activity screen, use the **Browse** button to locate and bring in the activity you need. Make any changes necessary at this time.

Deleting Names or Activities

Deleting a name or activity item is possible only by using the **Delete** option (**Ctrl + D** is a valid function shortcut) from the *Edit* menu. You bring in the activity with the **Browse** button, and then delete that activity. You may also delete certain names from the *Lists* screens using the same process.

Viewing All Activities for an Account (The Account Register)

In the **Accounts** list (*Lists Menu* option), accounts numbered in the **1000** to **3000** range have accessible registers. A register is a list of all activities for an account. To see the register for an account in the *Accounts* screen (Found under the *Lists Menu*), double click on the account name.

Viewing the Activity Screen from the Register List

The register shows one summary line for each activity. To see the details on an activity in a register list, highlight the activity and press **Ctrl + Enter**.

The *Activity* screen for that particular activity will appear.

Viewing All Activities for a Name

To see the activities for a name already entered into the system:

Bring up the **Names** screen, found under the *Lists Menu*.

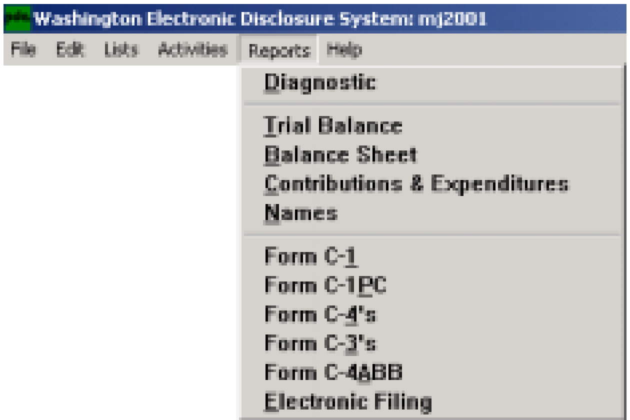
Click the **Browse** button to display the list of all names entered into the system.

Highlight a name and press **Enter** (you can also use the **Esc** key to exit the list without selecting an item).

Click on the **Show Detail** button in the *Names* screen.

Reports Menu Basics

The *Reports Menu* displays all of the reports you can create, preview, and edit from within WEDS. These reports can be viewed on the screen, printed to hard copy, or submitted electronically to the Public Disclosure Commission.



Name	Description
Diagnostic	Alerts you to missing information, and many potential reporting violations that could mistakenly occur during the campaign.
Trial Balance	Includes both Summary and Detailed Trial Balance Reports.
Balance Sheet	Summarizes the campaigns Assets and Liabilities.
Contributions and Expenditures	Creates breakdown of Contribution and Expenditure accounts (account numbers 4000 through 6000).
Names	Report of all names entered to the system.
Forms: C-1, C-1 PC, C-4, C-3 and C-4 ABB	Creates all campaign disclosure forms and schedules.
Electronic Filing	Creates the Electronic Files to submit to the Washington Public Disclosure Commission.

Diagnostic

The **Diagnostic** report lists any problems you may have with your filing, such as **exceeding contribution limits**, and **missing contributor information**.

To run the diagnostic report, choose **Diagnostic** under the *Reports Menu* and click **Run Diagnostic**. You may also **print** your results.

Trial Balance

You may select **Show** to display the report on the screen, or **Print** to print it out.

The **Summary** report lists all account balances. The **Show Detail** reports lists all **debits** and **credits** for each account. You can also limit the range of accounts shown by specifying an account number range.

Balance Sheet

The **Balance Sheet** report lists **Assets** and **Liabilities & Surplus/Deficits**. These are the accounts in the **1000** to **3000** range. Use this screen to **print** or **preview** a balance sheet.

Contributions and Expenditures

The **Contributions and Expenditures** reports show the accounts in the number range of **4000** and above.

You may choose to limit the accounts shown by specifying a range of dates and clicking the **Show** button. You can also **print** this data.

Names

The **Names** report lists names and their total contributions per **primary** or **general** election. You may list all the names that have been entered into the system, or select only **Contributors**, **Vendors**, **Financial Institutions**, **Other Entities**, or **Officers**. You can also order the data by **Number**, **First Name**, **Last or Business Name**, **City**, **Zip Code**, **Total Contribution**, or **XRef ID**.

Use this screen to verify the total contribution amount of each contributor.

Form C-1

Candidates who run for state or local office in jurisdictions that had 5,000 or more registered voters as of the last general election or in jurisdictions covering an entire county must register their campaigns with PDC on Form **C-1**.

Fields in the Registration Information Screen

Field	Explanation
Office/Position -- Do you now hold this office?	Show the office being sought, the position number, and indicate whether the candidate currently holds the office being sought.
Political Party/County Date of Election	If you're seeking a partisan office, specify the political party. Indicate the county wherein the committee is located, and give the date of the relevant general or special election.
Reporting Requirements	Choose a reporting option.
Campaign Bank or Depository	Name the financial institution where your campaign account is kept, along with the branch office location and city.
Related/Affiliated Political Committees	If the candidate is affiliated with any joint fund raising committee or a committee organized to support a slate of candidates, give the name and address of the committee(s) and explain the relationship.
Address/Hours	During the eight days before any election in which your committee is spending money, the committee records must be open for public inspection for two consecutive hours, between 8 am and 8 pm, Monday through Friday. Identify the location and give the hours the records will be available.

Form C-1 PC

Political committees must register with PDC if they support or oppose ballot measures in jurisdictions that had 1,000 or more registered voters as of the last general election. This is done by using the Form **C-1 PC**.

Fields in the Registration Information Screen

Field	Explanation
Committee Acronym/County	Include any acronym for this political committee in the space provided. Enter the county wherein this political committee is located.
New/Update Prior Registration	Indicate whether this is a new or amended registration and whether your group is a continuing committee or organized for a specific election only.
Purpose/Description	Specify the committee's purpose and any relevant description in the fields provided.
Related/Affiliated Committees	Give the name, address and relationship to any other committee – including a candidate's – with whom your committee is affiliated either structurally, philosophically or for joint fund raising purposes.
Abbreviated/Full Reporting	Specify which reporting requirements the committee is subject to.
Contact Name and Address	Identify the campaign manager's or media contact's name, address and daytime telephone number.
Campaign Bank or Depository	Name the financial institution where your campaign account is kept, along with the branch office location (if applicable) and city.
Address/Hours	During the eight days before any election in which your committee is spending money, the committee records must be open for public inspection for two consecutive hours, between 8 am and 8 p.m., Monday through Friday. Identify the location and give the hours the records will be available.

Form C-4's

Specify the **C-4** forms/schedules you want to create in this screen.

Fields in the WA PDC Form C-4's Screen

Field	Explanation
Report/Period/Date of Election	Select the appropriate reporting period for your reports from this pop-up list.
Check-boxes for each form and schedule	Use the check-boxes to specify which schedules and forms you want to create. Schedule C has its own dedicated Date checkbox.
Total cash: Line 8	This is a number from your previous report. If you have a previous report, enter the appropriate value here. This is the Total cash and in kind contributions from line 8 of last C-4 report filed.
Total cash: Line 17	This is a number from your previous report. If you have a previous report, enter the appropriate value here. This is the Total cash and in kind contributions from line 17 of last C-4 report filed.
Final C-4 Report	When you check this box, the line in your C-4 report that says, "Is this your final report?", will have the Yes box checked.
Summary Page Override.	If you check this box, you are presented with a list of all the summary pages when you create the reports. Each line and amount is in the list, and you may enter override values if necessary.
Previous Total Cash and In Kind Contributions: Lines 1 and 10	Totals from the last C-4 are auto-calculated on the Disclosure Reports Screen. However, it is important that the user check them for accuracy to avoid errant reporting.

Form C-3's

Specify the **C-3** forms and schedules you want to create in this screen. You must also select the deposits you want to be included in those reports.

If you check the **Summary Page Override** checkbox, you are presented with a list of all the summary pages when you create the reports. Each line and amount is in the list, and you may specify override values if necessary.

Fields in the PDC Form C3's Screen

Field	Explanation
Select one or more deposits to report	Choose the reports you would like to see by clicking in the check to print box.
Check to include	Put checks in the boxes for the forms you would like to see.
Summary Page Override	If you check this box, you are presented with a list of all the summary pages when you create the reports. Each line and amount is in the list, and you may specify override values if necessary.

Form C-4 ABB

The **ABB C-4** is the report filed by single election political committees using abbreviated reporting to show total contributions received and expenditures made during the course of the campaign. All funds received and spent since the beginning of the campaign must be accounted for in the respective totals shown on the report.

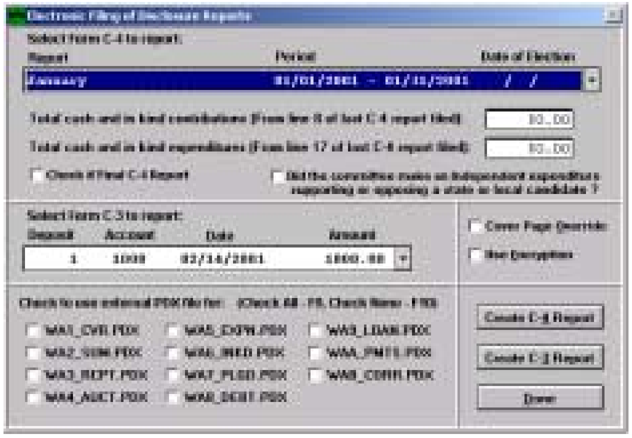
The **ABB C-4** is also the report filed by continuing political committees using abbreviated reporting to show total contributions received and expenditures made since January 1 of the current calendar year. All funds received and spent since the beginning of the year must be accounted for in the respective totals shown on the report.

Fields in the WA PDC Form C-4 ABB Screen

Field	Explanation
Period Covered By Report	Show the time frame covered by the report. (For local and judicial candidates, that's the start-up date of the campaign through the end of the month in which the election occurred. For legislative and state executive candidates losing in the primary, it's the start up date of the campaign through the date of the primary election. For legislative and state executive candidates appearing on the general election ballot, it's the start-up date of the campaign through November 30 of the election year.) Also indicate whether the campaign is closed and this is the final report.
Receipts	Enter receipts as they apply and according to the specifications listed within the reporting form instructions.
Expenses	Enter expenditures as they apply and according to the specifications listed within the reporting form instructions.
Surplus/Deficit	Enter surplus/deficit information as it applies and according the specifications listed within the reporting form instructions.
Candidates	Check all that apply

Electronic Filing

Go to **Reports** > **Electronic** Filing. The *Electronic Filing of Disclosure Reports* screen is where you create your files for electronic filing:



Using the drop-down menus, select the particular **C-4** report or **C-3** report you would like to submit and click on the corresponding **Create Report** button (**C-4** or **C-3**). This takes you to the *Select drive* screen.

Note: The **Check if Final C-4 Report** checkbox is only to be checked if this is your final **C-4** report for that particular campaign. By clicking this box, you are telling the PDC to **close** your account.

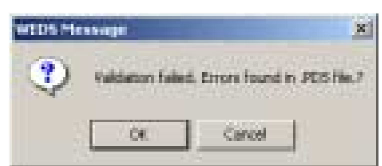
Also, all **C-3** and **C-4** reports must be filed separately!

Fields in the Electronic Filing Screen

Field	Explanation
Form C-4 section of the screen (top half)	
Report/ Period/ Date of Election	This is for the form C-4 reports. Select the appropriate reporting period for your reports from this pop-up list. You can access the reporting periods list from the Lists menu. There you can edit or add a new reporting period if necessary.
Total cash: Line 8	This is a number from your previous report. If you have a previous report, enter the appropriate value here. This is the Total cash and in kind contributions from line 8 of last C-4 report filed.
Total cash: Line 17	This is a number from your previous report. If you have a previous report, enter the appropriate value here. This is the Total cash and in kind contributions from line 17 of last C-4 report filed.
Final C-4 Report	When you check this box, the line in your C-4 report that says, "Is this your final report?" will have the Yes box checked.
Form C-3 section of the screen (bottom half)	
Deposit/Account/Date/Amount	You must select the deposits you want to be included in the C-3 reports from this pop-up list.
Cover Page Override.	If you check this box, then, you are presented with a list of amounts, showing the lines and columns they are for. You may then enter override values if necessary.
External PDX File Check-boxes	A PDSERF file, which is the electronic file created by this process, is comprised of several PDX tables. It is possible that your Committee data is in a system other than WEDS. You can specify external PDX files to be part of the PDSERF electronic file that is created here. Any external file you specify here is substituted for the file that WEDS would normally generate.
Use Encryption	If you check this box, the electronic files are created using encryption security.

Click on **Dial Up** (WEDS default to A:) and click **OK**.

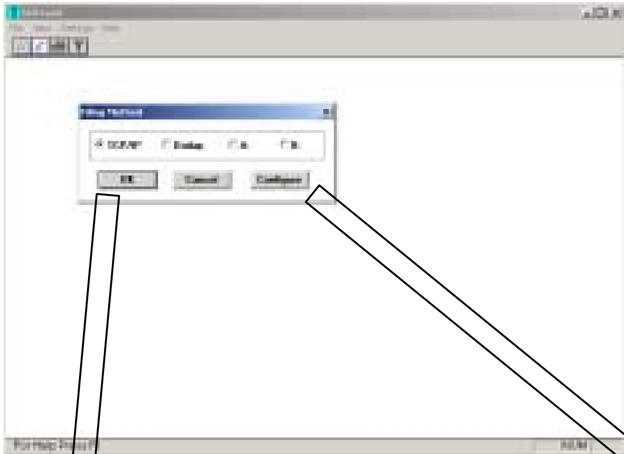
If you happen to get the "**Validation failed. Errors found in .PDS file.?**" error then either you have most likely forgotten to enter your **Filer ID** in the *Committee Information* screen.



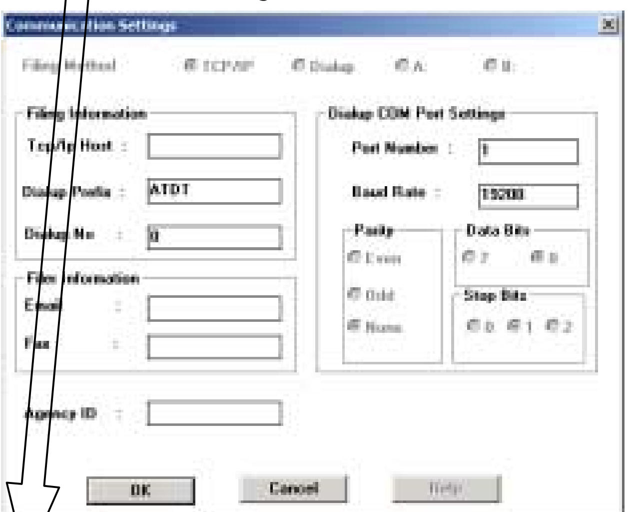
You should see the following message windows open up in the upper right hand corner:

Note: This may happen too fast for you to see.

You are then brought to the *Filing Method* screen. If you are going to be filing over the Internet, select **TCP/IP**. If using just your modem, select **Dialup**. If you have not previously configured your communication settings, click **Configure**. Otherwise, click **OK** to go to the *Dcload Password/Filer ID* screen.

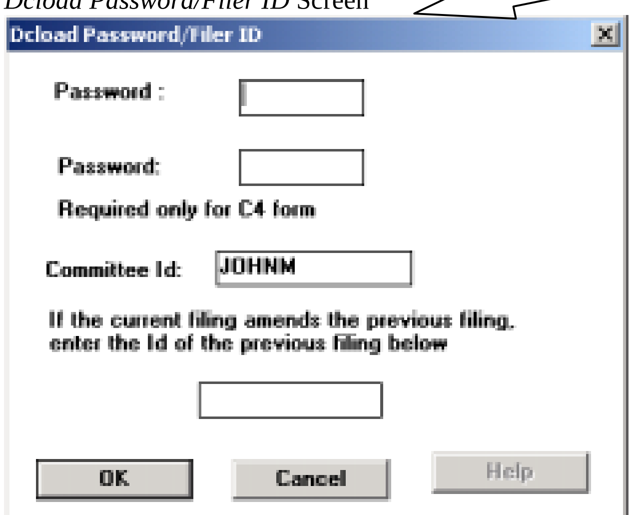


Communication Settings Screen



This is what the default Communications Settings look like for both **TCP/IP** and **Dialup**. Under **Filing Information**, you need to enter **oly1.pdc.wa.gov** in the **Tcp/Ip Host** box. The **Dialup Prefix** should stay as **ATDT**. If using your modem, enter **1-360-586-2845** in the **Dialup No** box. Under **Filer Information**, enter the e-mail address of the person you would like to receive an e-mail confirmation of the reports in the **Email** box. If you do not have an e-mail address, or would like a fax instead, you may enter a fax number in the **Fax** box instead. Enter **WA** in the **Agency ID** box. Click **OK**. This information is now saved within WEDS. You will not need to enter it again.

Dcload Password/Filer ID Screen

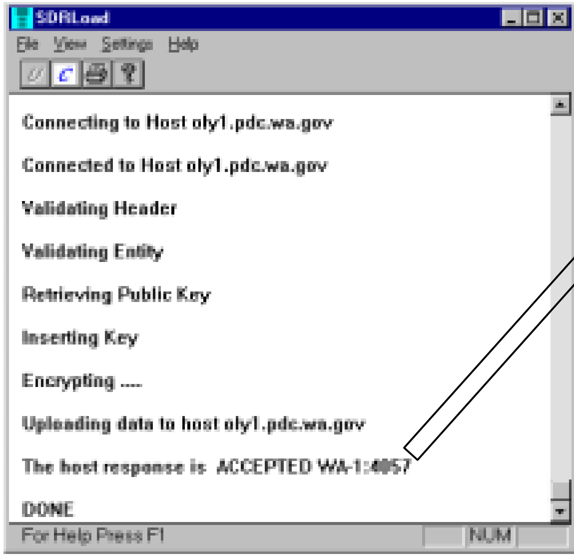


Enter your first password in the first password box and your second password in the second password box. Remember that passwords are **case** and **space** sensitive. You will notice that the first 5 characters of your **Committee ID** have been entered for you. If this is blank, then you haven't entered it into your *Committee Information* screen and will need to do so. You must enter the last half of your committee ID in the **Committee Id** box. Make sure that the number of spaces in the Committee Id is the same. The last box is only used if this report is an amendment to a previous report. If so, you must enter the validation number of the previous report (the one you are amending) in the box.

Note: All validation numbers start with **WA**…..

Fill out the appropriate fields and click **OK**. You should receive the following reply:

Accepted Screen

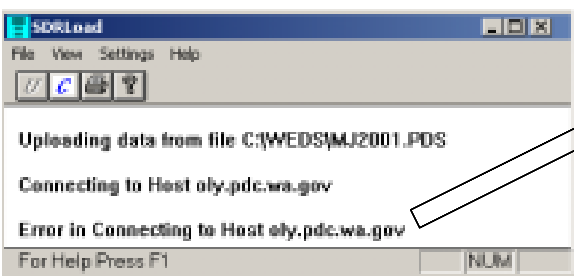


If you receive the following message: "**The host response is ACCEPTED WA……**", then this means that your report has been successfully received. Write down the **validation number** (**WA-……**) and put it with the hard copy of your report. You will need this number in case you ever need to amend that report.

Close this screen by clicking on the **X** in the upper right-hand corner. This will bring you back to the *Electronic Filing of Disclosure Reports* screen. If you are done filing, click **Done**, and exit out of WEDS.

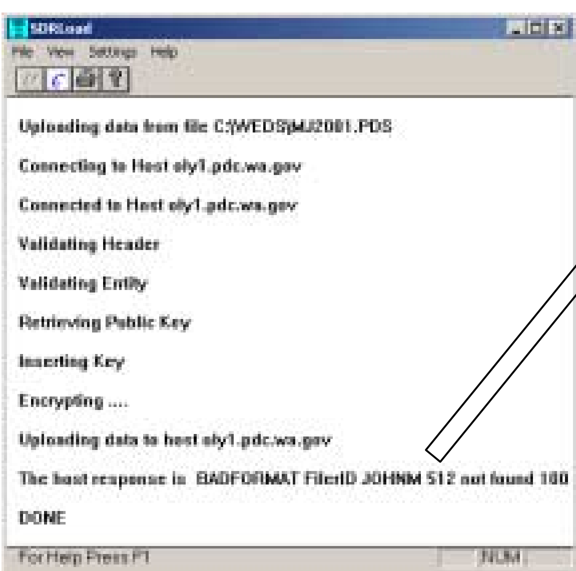
If something goes wrong, however, you may receive one of the following error messages:

Error Connecting to Host Screen



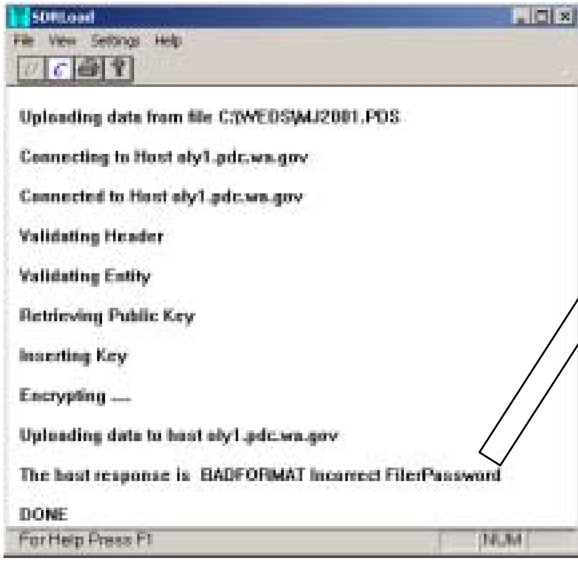
If you receive the following message: "**Error in Connecting to Host …….**", then either the host is down or you have entered the wrong information for **TCP/IP host**. It should be **oly1.pdc.wa.gov**. In this case it was incorrectly entered as **oly.pdc.wa.gov**. Correct the faulty information in the *Configuration Settings* screen and try it again.

Incorrect Filer ID Screen



If you receive the following message: "**The host response is BADFORMAT FilerID ……… not found 100**", then your **Filer ID** is incorrect. In this case, **JOHNM 512** doesn't exist. Enter your correct **Filer ID** into the *Committee Information* screen and try it again.

Incorrect Password Screen

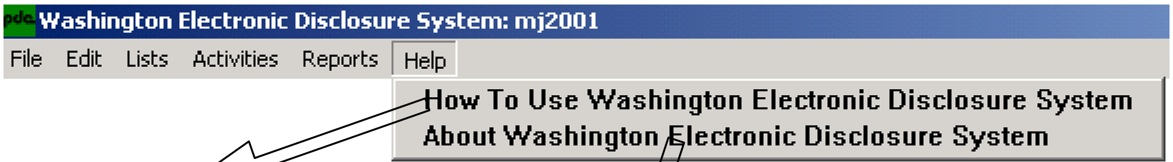


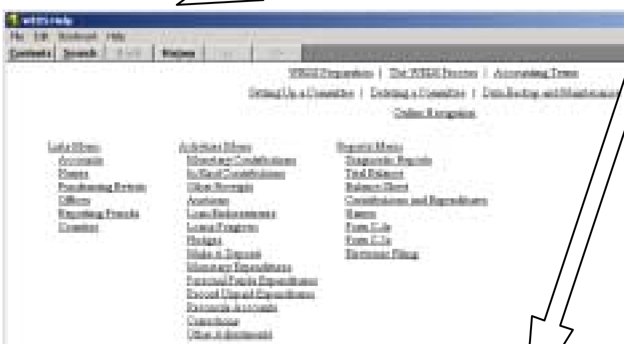
If you receive the following message: "**The host response is BADFORMAT Incorrect FilerPassword**" then you have either entered the wrong passwords or entered them in the wrong order. Also, remember that passwords are **case** and **space** sensitive. Double-check your passwords and try it again.

If you receive any other error messages and can't file your reports, please contact either Bruce (664-2736) or Mark (586-4746) at the PDC for additional help.

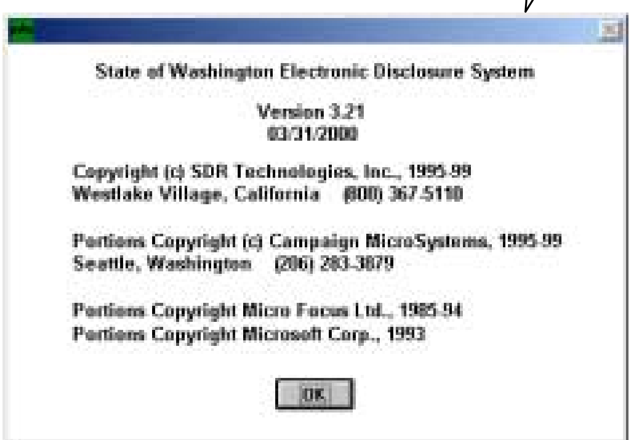
Help Menu Basics

The *Help Menu* provides access to the electronic help file, as well as general information about the program.





This is the built-in help system that comes with the WEDS software.



This will tell you the version number of WEDS that you are using and other information.

Frequently Asked Questions

Q: When I go to Reports > Form C-4's, no reporting periods are showing up. Why is this?
A: Go to **Lists** > **Reporting Periods** and check your reporting period dates. It is possible that you forgot to create reporting periods.

Q: When I go to Reports > Form C-3's, the amounts all show up as zero's. Why is this?
A: Go to **File** > **Committee info** and check your election period dates. Most likely you forgot to enter dates here or your data doesn't fall between these two dates.

Q: I tried to submit my reports electronically and got one of the following errors:
"**The host response is BADFORMAT Incorrect FilerPassword**"
A: You have either entered the wrong passwords or entered them in the wrong order. Also, remember that passwords are **case** and **space** sensitive. Double-check your passwords and try it again.

"**The host response is BADFORMAT FilerID ……… not found 100**"
A: Your **Filer ID** is incorrect either in the *Committee Information* screen or you entered something incorrectly on the *Dcload Password/Filer ID* screen. Go to **File** > **Committee Info**. Enter the correct **Filer ID** and try it again.

"**Error in Connecting to Host …….**"
A: Either you did not open your internet connection prior to attempting to electronically file, you have entered the wrong information for **TCP/IP host**, or the host is down. Make sure to open your Internet connection first, correct faulty information in the *Configuration Settings* screen, if needed, and try it again. If you are still getting this error it could be that the host is temporarily down.

"Entity Id Not valid."
A: Check your configuration settings. Go to **Start** > **Programs** > **PDC Applications** > **SDRLOAD**. Then click **File** > **Configure** and make sure Agency ID is "**WA**".

"Validation failed. Errors found in .PDS file.?"
A: Go to **File** > **Committee Info** and check to make sure you have entered your **Committee ID**.

Q: How do I back up my data on a disk?
A: Go to **File** > **Backup**. Click **OK**. Specify the destination location and click **Save**.

Q: How do I restore from a previous version?
A: Go to **File** > **Restore**. Locate the file you would like to restore and click **Open**. If this file is located on a disk, insert the disk, change the directory, and restore from this file.

Q: How do I undeposit an item?
A: To undeposit an item, you must first locate the item in the *Make a Deposit* screen. Once located, use the mouse to deselect the item (removing the "**X**" from it), and then select **OK**.

Q: How do I delete an entry?
A: First you must make sure that the item, if a contribution, is undeposited. After this is done all you need to do is locate that item in the proper selection window (the screen from which it was created), and then select **Delete** from the *Edit Menu*.

Q: Does it matter if I enter items out of order?
A: No. The system is set up so that regardless of when you input the information, it will look at the date you have listed for the transaction and make certain that the correct options and names are selected.

Q: What is my Committee Identification Number?
A: This is a unique identifier given out by the Public Disclosure Commission for electronic filing. You will be issued this number once we receive your signature and password documents.

Q: How come when I send my C-4's and C-3's electronically only one of the reports was submitted?
A: C-3's and C-4's must be sent separately! Also, make sure that when you electronically file you select the correct report so you don't submit the same report over and over again.

Q: Nothing shows up when I try to print a Schedule C. Is there a special place to enter these values?
A: In order to get a Schedule C to print, you must enter your corrections on the *Corrections* screen, making sure that the correct options and names are selected. Also, Schedule C's are only for correcting mathematical errors.

Q: How do I add a reporting period?
A: Go to **Lists** > **Reporting Periods** and click the **Add** button.

Q: How do I add an Office?
A: Go to **Lists** > **Offices** and click the **Add** button.

Q: When I look at my C-4, my totals are doubled.
A: Most likely some of your reporting periods are duplicating dates, or the periods are out of chronological order. Go to **Lists** > **Reporting Periods** and check your reporting periods. Make any necessary changes and try it again.

Q: Can I get a list of contributors?
A: Yes, although WEDS was not designed to do such. Go to **File** > **Export**. Choose the appropriate format and location and click **Export**.